The NATIONAL ARCHIVES at SIXTY

What is Past is Prologue



NATIONAL ARCHIVES AND RECORDS ADMINISTRATION 1993 ANNUAL REPORT

Washington, DC 20408



MAY 27 1994

The Honorable Al Gore President of the Senate Washington, DC 20510

The Honorable Thomas Foley Speaker of the House of Representatives Washington, DC 20515

Dear Mr. Gore and Mr. Speaker:

Pursuant to 44 U.S.C. 2106, I hereby transmit to you the annual report of the National Archives and Records Administration for Fiscal Year 1993.

Sixty years ago legislation established the National Archives in order to preserve and make available the permanently valuable records of the United States Government. In 1985 Congress reestablished the National Archives as an independent agency. In the intervening fifty years, the National Archives had grown from an agency with no facilities and no records to one with a nationwide system of archives, records centers, and Presidential libraries; with an Office of the Federal Register; and with a wide range of programs and services for the U.S. Government and the American people.

Now, ten years after independence, the National Archives once again faces change in many areas. This report records the efforts of the National Archives to confront these challenges so that it can preserve and make available not only the millions of records already in our care but the new and multiple types of records for which it will be the custodian in the future. As we move into our 60th anniversary year, the legacy of adapting to change in order to meet the future is reflected in the agency's anniversary theme --

"The National Archives at 60: What is Past is Prologue."

Sincerely,

TRUDY HUSKAMP PEPERSON Acting Archivist of the United States

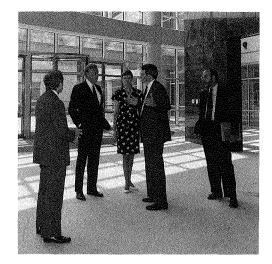
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OFFICE OF THE ARCHIVIST



Congressman Steny H. Hoyer of Maryland's Fifth District visits the National Archives at College Park on August 25, 1993. Left to right: Marvin Shenkler, project manager for construction of Archives II; Congressman Hoyer; Trudy Huskamp Peterson, Acting Archivist of the United States; James Megronigle, Assistant Archivist for Management and Administration; and John Constance, Acting Director of the Congressional Affairs Staff. *Photograph bry Earl McDonald*.

Fiscal year 1993, encompassing the period of October 1, 1992, through September 30, 1993, was a time of transition for the National Archives and Records Administration. Changes occurred in personnel, including the resignation in March 1993 of the Archivist of the United States, Don W. Wilson; in organizational structure; and in the conduct of the agency's business. Despite the stress that accompanies any transition, the process of change at the National Archives has not been haphazard; it has been based on a thorough reevaluation of our mission and operations and on a careful plan to respond to the findings from that examination and the initiatives of a new Presidential administration.

An agency-wide strategic planning process, growing out of the need to examine the National Archives' priorities and resources and to set a course to guide the agency into the 21st century, began in December 1992. Guided by the newly constituted Management Council, composed of the National Archives senior executives, more than 30 midlevel managers were divided into 5 working groups, which studied reports, legislation, statistical summaries, and other documents; interviewed employees and agency constituents; and held extended discussions. The groups completed their work and presented "The National Archives and Records Administration Strategic Plan for a Challenging Federal Environment, 1993-2001" to the agency's appropriations committees in Congress on February 23, 1993. The strategic plan described the mission of the National Archives to the agency's employees, Congress, and the public:

"The National Archives and Records Administration serves the American people and their Government by safeguarding their interests in Federal records and other documentary materials, by promoting effectiveness and efficiency in the administration of those materials, and by advancing the knowledge of the history of the nation."

The strategic plan identified six critical measures of success in accomplishing this mission: service, effective internal management, aggressive response to developments in technology, preservation, professional leadership, and improved communications.

On the basis of this clear charter for ordering priorities, the management team initiated a wide range of actions aimed at realizing the ambitious goals and objectives contained in the strategic plan.

Dr. Trudy Huskamp Peterson, Deputy Archivist, became Acting Archivist on March 22, 1993. Raymond Mosley was appointed Chief of Staff, and John Constance, Acting Director of Congressional Affairs. During the fiscal year the agency was assisted by individuals detailed to the Archivist from other Federal agencies to support the development of policy related to the Office of Inspector General, equal employment opportunity policy, and pending court cases. With the inauguration of a new Presidential administration, a Special Assistant, Marianne Smith, joined the Archivist's staff as White House liaison. The position of Senior Adviser to the Archivist was created and occupied by William Gilcher effective August 1, 1993. The Management Council met weekly to develop and review policy and to oversee implementation of the strategic planning—and, later, strategic management—process. During the fiscal year, staff within the Office of the Archivist expended a significant amount of time and effort implementing the objectives of the strategic plan. Many of the objectives required the creation of working groups of employees across Office lines. More than 35 such groups, some temporary and some more permanent in nature, were organized during the year, and over 110 National Archives employees nationwide participated in the deliberations of 1 or more of them.

One of the most significant groups established under the strategic plan was the Information Resources Management Steering Committee, which provides agency-wide guidance in, and oversight of the development and operation of, electronic technologies applied to information and work processes at the National Archives.

Other working groups operating under the strategic plan included teams seeking to respond to the agency's objectives in the areas of revising Federal records declassification policy, establishing Federal electronic records policy, encouraging transfer of permanent records, measuring work loads and evaluating results, planning for space needs, developing online access to agency resources and holdings, improving service, and extending outreach activities. Throughout these processes, the National Archives has actively sought the views of its external constituencies and incorporated these views into resulting plans, giving rise to a sense of renewed partnership with those constituencies.

In June, with the appointment of a new, permanent Inspector General, the Acting Archivist issued guidelines to the entire agency staff establishing the independence of the Inspector General's Office from program review or responsibility and encouraging employees to support that Office's mission of eliminating waste, fraud, and abuse from agency programs.

After receiving the report of the working group studying equal employment opportunity issues within the National Archives, the Acting Archivist appointed an interim Advisory Group on Equal Employment Opportunity to begin implementing the recommendations of the report. Meanwhile, the Acting Archivist began a search for a director of the new Equal Opportunity Office to be located within the Office of the Archivist, as the report recommended.

On September 17, 1993, representatives of the American Federation of Government Employees, Council 260, and the Acting Archivist signed a new labor-management contract covering a 3-year period. A key feature of the agreement is a flexible work schedule ("flexitime") for all employees represented by the bargaining unit.

In an effort to maintain and improve communications with employees and managers during fiscal year 1993, the Acting Archivist held two open forums for managers, spoke before the annual meeting of the National Archives Assembly in April, and instituted a newsletter for managers, the *Managers' Montbly*, which was produced five times during the year. Over 65 employees took advantage of an open door at the Archivist's office to participate in 7 "brown bag" lunches. These lunches allowed small groups of employees to discuss their concerns with, and direct questions to, the Acting Archivist. A highly successful and well-attended "Family Day at NARA" on July 13 introduced family members of Washington, DC, area employees to the agency and its mission. In July the Acting Archivist reinstated semiannual program reviews, presented by each of the Offices composing the National Archives and Records Administration.

The National Archives continued to carry out its significant, ongoing responsibilities for the records of the Federal Government. On January 6, 1993, the Archivist of the United States, through his agent, the Director of the Office of the Federal Register, performed his constitutional role of receiving and certifying the 1992 Presidential election ballots of the members of the electoral college, whose vote resulted in the election of William J. Clinton as President and Albert Gore, Jr., as Vice President of the United States. In May, additional Nixon "abuse of power" tape segments were opened under the ongoing review project within the Office of Presidential Libraries. On August 23, 1993, the congressionally mandated collection of Kennedy assassination records was opened for public review in the Research Room of the National Archives Building. That opening was made possible by an unprecedented 300-day effort to accession, describe, review, and properly accommodate for long-term preservation the huge volume of records covered by the John F. Kennedy Assassination Records Collection Act of 1992.

The immense task of preparing to move over 1,200,000 cubic feet of textual and nontextual records to the National Archives at College Park (Archives II) continued at an accelerating pace. While construction crews under the direction of the Archives II construction team completed the interior of the building, National Archives employees in various offices prepared the records to be moved. The first employees to occupy the new building were poised for their move at the end of the fiscal year.

As fiscal year 1993 drew to a close, the strategic planning working group reconvened, as planned, to conduct the first annual review of the National Archives strategic plan. At the same time several Executive orders and Presidential memorandums set out new challenges for the agency in the areas of streamlining operations, cutting red tape, and satisfying agency customers. The agency's strategic plan provides the framework for responding to these initiatives, and many of them already have been incorporated in the agency's goals. As a result, the National Archives and Records Administration is well positioned to serve the American people and their Government by safeguarding their interests in Federal records and other documentary materials into the 21st century and beyond.

Congressional Affairs Staff

The Congressional Affairs Staff is the liaison between the National Archives and congressional committees, Members of Congress, and congressional staffs. The Staff's duties include tracking pending legislation of interest to the agency, attending congressional hearings, maintaining communication with congressional staffs, and coordinating the agency's legislative program.

Following an address by the Acting Archivist on electronic access to Government information, presented at the Library of Congress in July 1993, Senator Robert Kerry of Nebraska expressed interest in online availability of the information resources of the National Archives for the general public. The Congressional Affairs Staff arranged meetings between the Acting Archivist and Senator Kerry and his staff, resulting in a plan for a study in fiscal year 1994 of current and potential users of Federal information and of electronic availability of the agency's holdings.

The Congressional Affairs Staff coordinated the delivery of information to the Congress on the implementation of the President John F. Kennedy Assassination Records Collection Act and assisted the Acting Archivist in preparation for testifying at a November 1993 House oversight hearing on the act. The staff also participated in meetings between the agency and members of the House Administration Committee on the review and declassification of the records from the House Select Committee on Assassinations. The Congressional Affairs Staff assisted the Acting Archivist and the Executive Director of the National Historical Publications and Records Commission with their testimony at a congressional hearing in June to consider reauthorization of the Commission.

To keep Members of Congress informed of important developments within the National Archives, the Congressional Affairs Staff distributed copies of key NARA publications, including *The National Archives and Records Administration Strategic Plan for a Challenging Federal Environment 1994-2001*, to each member of the agency's congressional oversight committees. The Staff revised the information packet *Services Available to Members of Congress and Their Constituents* and sent copies to new members of the 103d Congress. To highlight the records of the National Archives in another manner, the Staff coordinated the delivery of copies of baseball-related materials from the holdings to Members of Congress who participated in the 32d annual Roll Call Baseball Game in August.

The Staff also coordinated the attendance by Members of Congress and their staffs and constituents at several social events and tours during the year, including the Inauguration Day celebration on January 20. During the fiscal year, the Staff conducted tours for Senators Christopher Dodd, Phil Gramm, Mark Hatfield, Edward Kennedy, Carl Levin, Howard Metzenbaum, and Paul Sarbanes, and Representatives Robert Dornan, Michael Huffington, Philip Sharp, and Craig Thomas.

Public Affairs Staff

The Public Affairs Staff serves as a clearinghouse of information within the agency and externally. The variety of means used to communicate with the agency's diverse audiences includes publications, press releases, public service announcements, video news releases, and daily personal contact with the press. Shirley Clarkson was appointed Director of Public Affairs in August 1993. The staff of four full-time professionals and one administrative employee began preparing a communications master plan for the agency and, during fiscal year 1993, responded to 1,791 queries from the media. The chart at the top of the next column lists major Public Affairs Staff publications and their distribution.

The Public Affairs Staff acts as a liaison between the media and the employees of the National Archives in Washington, DC, and in the regional archives, records centers, and Presidential

Title of Publication	Number	Distribution
Staff Bulletin	40 issues	2,200
NARA in the News	1,257 major print stories	120
National Archives Calendar of Events	12 issues	28,000
News From the Archives	4 issues	1,100
Press Releases	87	600 and national wire service distribution
Public Service Announcements	107	72

libraries. During the past fiscal year, the Staff spent much of its time on events that generated a great deal of media interest: The opening of the John F. Kennedy Assassination Records Collection; the display of the Emancipation Proclamation for the first time since 1979; ongoing action in the case of *Armstrong* v. *Executive Office of the President;* Fourth of July festivities featuring Attorney General Janet Reno; the opening of Nixon audiotapes; the opening of the major exhibition "Birth of Democracy"; and World War II commemorative activities.

The Public Affairs Staff received three awards for projects completed in fiscal year 1993. The National Association of Government Communicators gave its Blue Pencil Award to the National Archives *Calendar of Events* and its Gold Screen Award to the video news release produced for the National Archives exhibition "World War II: Personal Accounts—Pearl Harbor to V-J Day." The "World War II Chronicles," weekly radio spots commemorating the 50th anniversary of the war, won the Gold Medal for Historical Documentaries from the International Radio Festival of New York.

External Affairs Staff

In fiscal year 1993 the National Archives paid significant attention to its relationships with its external constituencies. Representatives of various user groups participated in many discussions that led to publication of the agency's strategic plan. Maintaining communication between the National Archives and other archival institutions, professional associations, and interest groups is the responsibility of the External Affairs Staff.

The External Affairs Staff assisted the Acting Archivist with development of a proposal to State archivists for the creation of an Intergovernmental Archives Council. The council would provide a mechanism for the regular and systematic sharing of information and perspectives between the National Archives and the State archivists on archival topics of mutual interest. The intended communication and consultation on specific areas where the National Archives and State archives have shared interests may well lead to additional joint coordinated activities—for example, hiring and training practices, the appraisal of similar or shared records, electronic mail and other new archival technologies, disaster preparedness, legal authorities, and information management. The National Archives attracted a large number of international visitors eager to see the National Archives at College Park while under construction and to learn about programs at the National Archives. The External Affairs Staff coordinated these visits. Visitors this year came from Pakistan, Argentina, Russia, Ireland, Germany, Malaysia, Finland, Croatia, Belgium, South Africa, Latvia, Kenya, Australia, the Netherlands, Japan, Romania, Hungary, China, and other nations. International visitors requiring special attention included the new Keeper of Public Records of Great Britain and Princess Maha Chakri Sirindhorn of Thailand, who not only toured the National Archives but also conducted research on a scholarly topic related to her teaching.

Legal Services Staff

The Legal Services Staff of the National Archives advises the Archivist and other agency officials on matters involving the interpretation of laws and regulations; represents the National Archives before various Federal commissions, boards, and agencies; and serves as the liaison between National Archives officials, the Department of Justice, and other Federal agencies when the National Archives or its employees become involved in judicial proceedings. Assisting the General Counsel are four attorneys and four paralegal aides.

During the past year, the National Archives was involved in a wide variety of civil litigation. The Department of Justice represented the National Archives before Federal courts in several lawsuits brought under the Freedom of Information Act (FOIA). The Legal Services Staff continues to assist the Department of Justice in two lawsuits related to records that are a part of the Nixon Presidential materials: One of these is a FOIA suit, and the other was brought under the provisions of the Administrative Procedures Act. The Legal Services Staff also helped the Department of Justice's Commercial Litigation Branch in its efforts to recover records relating to prominent Nazi war criminals. The person in possession of the records returned them to the National Archives in March 1993.

The Staff also aided the Department of Justice in the Government's defense in *Armstrong* v. *Executive Office of the President*, a case brought to determine the records status of certain electronic materials created by the National Security Council and the Executive Office of the President.

During the past year, the Legal Services Staff represented the agency on several occasions before the General Services Board of Contract Appeals and before the Comptroller General on administrative and contractual matters. Several attorneys on the Legal Services Staff were actively involved in defending the agency against approximately 20 bid protests filed against National Archives contracting actions, the majority of which concerned services at the National Archives at College Park. A number of these protests were withdrawn in response to the agency's filings; the rest were to be addressed by GAO decisions in early 1994. The General Services Board of Contract Appeals dismissed two protests over the contract award for the computer network procurement at the National Archives at College Park and upheld the National Archives' award in a third. agency in a number of claims for money damages brought by individuals under the Federal Tort Claims Act. At the administrative level, these claims are processed by the Legal Services Staff.

In his role as the Designated Agency Ethics Official, the General Counsel continued efforts to provide advice to and counsel National Archives employees concerning their responsibilities under the Ethics in Government Act; he also began training employees nationwide in the new Governmentwide Standards of Conduct issued by the Office of Government Ethics. The General Counsel and his staff also reviewed the Public Financial Disclosure Reports filed by the senior National Archives employees and reviewed confidential statements of employment and financial interests filed by other National Archives employees.

Office of Inspector General

The National Archives Office of Inspector General (OIG) was established on April 16, 1989, pursuant to the Inspector General Act of 1978, as amended (Public Law 100-504). The Inspector General has statutory authority and responsibility to conduct independent audits and investigations of programs and operations administered or financed by the National Archives and Records Administration. Such efforts are performed to promote economy and efficiency and to detect and prevent fraud, waste, abuse, or mismanagement in agency programs and operations.

Fiscal year 1993 was a year of change for the Office of the Inspector General. OIG staffing losses during the first part of the fiscal year significantly decreased productivity. A permanent Inspector General, Floyd Justice, was appointed in June, and the Office began a period of reinvention. Authorized staffing increased by 50 percent, to a total of 15 employees. The Office is still below its authorized staffing level, but active recruiting efforts are under way to fill the vacancies. To create a better match between the OIG mission and the OIG staff structure, the Office of Deputy Inspector General was eliminated, and separate offices of audits and investigations were established. The OIG hired a part-time attorney to support its operations.

During the latter part of the fiscal year, the OIG worked aggressively to improve its relationship with National Archives employees. These efforts appear to be bearing fruit as National Archives personnel are, more than ever, helping the Inspector General identify issues that need attention.

During the fiscal year, the Office issued five audits covering subjects such as restrictions on lobbying, grants to states, and the National Archives' copier program. The latter audit identified savings of \$200,000. In addition, the Office closed 28 investigations, resulting in 4 referrals to the Attorney General for criminal action and 3 referrals to management for administrative action.

The Office of Inspector General maintains a hot line telephone number and a post office box for receiving complaints and information from National Archives employees and the general public. The Washington, DC, area telephone number is 301-713-6667. The toll-free number is 1-800-786-2551. The address for the post office box is NARA OIG Hot Line, P.0. Box 1821, Hyattsville, MD 20788-0821.

The General Counsel and his staff also represented the

THE NATIONAL ARCHIVES AT COLLEGE PARK



A circular glass curtain wall encloses three of the eight research rooms in the research complex of the National Archives at College Park, shown here before being finished. *Photograph by Earl McDonald.*

Five hundred local College Park citizens, University of Maryland staff, local politicians, and National Archives employees gathered at the National Archives at College Park site in October 1992 for the fifth construction site tour offered by the Office of Management and Administration, the Office responsible for the financing, design, construction, and equipping of the National Archives' new building. Those who toured the National Archives at College Park on that October day saw a building that looked substantially complete from the exterior. Significant interior work remained, however.

Raised access flooring was being installed in office areas, and terrazzo floors were being poured, ground, and polished in the corridors and lobbies. Workers were putting up interior walls, both masonry walls and drywall partitions, throughout the building, with the painting and ceramic tile contractors following close behind to add their part of the finishing work. Ducts and sprinklers, an important part of the building's fire protection system, were being installed. Installation of the building's 23 elevators had begun, and the casework for the conservation and special media laboratories was under way. Throughout the building, electrical wire, telephone and data cable, and fire alarm and security alarm wiring were being installed. This activity continued for the next several months, repeated over and over throughout the 1.8-million-square-foot building.

The October 1992 tour of the National Archives at College Park furnished visitors with an excellent vision of the primary structural layout of the areas of the building. The impressive three-story lobby features a green marble wall linking the lobby to the floor below. A circular glass curtain wall encloses three of the eight research rooms in the research complex, and three atria bring light to the interior offices and laboratories. The cavernous stack areas would soon be filled with movable shelving, which will eventually house some of the most important records created by the Government of the United States throughout its history.

The tour gave visitors only a hint of the finished interior after the construction dust had been swept out; the walls painted; the terrazzo floors polished; the office floors carpeted; and desks, bookcases, and file cabinets placed throughout the offices. The tour ended with the promise that another community day would be held after the building was finished and the activity of National Archives employees had brought their building to life.

Many years of work predated that point in October 1992 when the completion of the new building was less than a year away. For nearly 20 years the National Archives sought the appropriate congressional support for the much-needed new facility. The agency began moving archival records into satellite storage buildings in 1969 because the National Archives Building had reached its storage capacity. The reemergence of the National Archives as an independent agency in 1985 finally provided agency officials the freedom necessary to communicate the increasingly desperate need for a new building to those who could make a difference. One of those who made a big difference was Congressman Steny Hoyer of Maryland's Fifth District. With his assistance, the National Archives reached an agreement in 1989 with the State of Maryland and the University of Maryland at College Park, resulting in the donation of 33 acres of university property on the western edge of the campus as the site for a new archives building. The university was interested in an ongoing

partnership with the National Archives that would enrich the research opportunities of the students and faculty at the University of Maryland at College Park. Additional strong support for the new building came from U.S. Senators Paul Sarbanes and Barbara Mikulski of Maryland. Their support proved critical to obtaining congressional authorization to construct and pay for the National Archives at College Park.

The legislation that established the National Archives and Records Administration authorized the agency to construct its own facilities. Because of this authority, the National Archives maintained a significant level of control over the project from development of the functional requirements for the National Archives at College Park throughout its construction. The Government hired the Gilbane Company at the start of the design phase to provide technical review of Hellmuth, Obata, and Kassabaum's architectural designs and Ellerbe Becket's engineering designs and to inspect the George Hyman Construction Company's construction of the new facility to ensure that it adhered to the design specifications.

Leadership for the construction of the National Archives at College Park was provided by the onsite project manager, Marvin Shenkler, an employee of the National Archives Office of Management and Administration. Shenkler implemented creative strategies that fostered collaboration among the parties in the construction process and the construction team's commitment to quality. Successful construction "partnering" resulted in the very large, unique multipurpose building with many stringent construction requirements being completed on schedule, under budget, and absent the complaints and lawsuits that often plague large construction projects. By July 23, 1993, Shenkler was able to declare the National Archives at College Park "substantially complete," a coveted milestone in all construction projects.

There was still much to do to finish the interior spaces of the building, but during the summer, the first contingent of staff from the Office of Management and Administration moved into the National Archives at College Park to begin receiving deliveries of furniture and equipment and to oversee the installation and testing of computer and telephone systems. They were joined by members of the Archives II project staff, who were assigned responsibility for overseeing the installation of systems furniture in the staff work areas and movable shelving in the records storage areas, finishing of the laboratories, installation of the security system, and many other tasks. These pioneer occupants ensured that the building would be finished and operational for the bulk of the Archives staff that would begin moving into the facility in October 1993.

OFFICE OF THE NATIONAL ARCHIVES



A Document Conservation Branch staff member demonstrates techniques for constructing housings for archival records, April 20, 1993. Photograph by Amy Young.

The Office of the National Archives has custodial responsibility for the major portion of historically valuable archival records in the Washington, DC, area, including textual documents, still photography, motion picture films, aerial photography, video and sound recordings, and architectural, engineering, and cartographic records. In fiscal year 1993 the Office concentrated on Archives II move preparations and on the new responsibility for the Kennedy assassination records, as well as traditional accessioning, reference, declassification, and preservation duties.

Preparation for the Move to Archives II

With the move to the National Archives at College Park of records in the custody of the Office of the National Archives planned to begin in December 1993, preparation for the massive relocation of approximately 1,100,000 cubic feet of textual records and approximately 110,000 cubic feet of nontextual records continued to be a major activity in fiscal year 1993. By the end of the fiscal year, the Office had completed holdings maintenance and preparation of the Master Location Register (MLR) of textual records for 453,147 cubic feet of documents. The Office had collected data on an additional 1,064,505 cubic feet, and the process of reviewing the data for accuracy and then entering it into the MLR data base had begun for 657,508 cubic feet of documents.

The Office of the National Archives has made every effort to inform the public about the move and minimize disruptions in service. Periodic researcher bulletins and prepared notices published in the *Federal Register* give the dates for the moves of records as well as the closing and reopening dates of reference service for the various clusters of records.

Archival Information System (AIS)

In July 1993 the National Archives solicited comments from industry and the archival profession on a draft of the design for the computerized archival information system. Responses led to revisions of the requirements for AIS. The Office will release a Request For Proposals (RFP) to solicit bids early in fiscal year 1994.

Accessions

The holdings of the Office of the National Archives continued to grow substantially during fiscal year 1993. Appendixes H and I contain a listing of the agency's archival holdings at the end of fiscal year 1993.

John F. Kennedy Collection

Under the John F. Kennedy Assassination Records Collection Act of 1992, the National Archives has the responsibility to house, describe, and service the Government-wide collection of records on President Kennedy's assassination. The Office of the National Archives created an automated data base for more than 72,000 documents related to the assassination from 15 agencies. In August 1993 the National Archives opened this 900-cubic-foot collection to researchers, and researcher demand for service continues to be intense.

Reference

Late in the fiscal year, the Office of the National Archives established the User Services Division to operate the National Archives Library and all research rooms in the Washington, DC, area. The architectural design of the National Archives at College

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Park includes in a single module a complex of research rooms in which researchers can move freely from one research room to another. This design concept prompted the development of plans for the centralized operation of research in the Washington, DC, area. Centralization will provide the consistency of policies, procedures, and day-to-day operations desirable for the effective provision of high-quality service to the walk-in public. The User Services Division will become operational on October 1, 1993.

Fiscal year 1993 was a busy year in reference service. The staff furnished researchers with 503,203 items from the Office's holdings, and researchers purchased 2,142,000 reproductions of records. Appendix J summarizes other major aspects of reference service in fiscal year 1993.

Records Declassification

The Office of the National Archives performs two kinds of declassification activity–systematic and researcher-initiated review.

Staff members use guidelines prepared by Federal agencies having jurisdiction over the information to perform systematic review of selected series of records. Documents that are still sensitive are withdrawn. Based on their judgment of general research interest, staff members select records for this review. Major systematic review efforts in fiscal year 1993 included review of records of the Department of State and predecessor agencies of the Agency for International Development.

Researcher-initiated review involves records reviewed in response to requests made under the Freedom of Information Act or mandatory review provisions of Executive Order 12356. The National Archives refers still-sensitive requested items to the responsible agency. Fiscal year 1993 declassification efforts were largely driven by such researcher requests. See Appendix Q for the volume of declassification work in fiscal year 1993.

Preservation

The Preservation Policy and Services Division is responsible for ensuring the physical well-being of Federal records in the custody of the National Archives; monitoring the condition of the Constitution, the Declaration of Independence, and the Bill of Rights; providing conservation treatment or preservation duplication services on accessioned Federal records; maintaining an active research and testing program; and providing advice and assistance to the Regional Preservation Program.

Efforts in the Document Conservation Branch continued to focus on preparations for the move to the National Archives at College Park. Over 157,000 special containers and shrink packages were completed. This work assures safer moving conditions for records and, in many instances, provides long-term, highquality housing for material that cannot be housed in standard archives boxes. In addition, 20,773 loose sheets, volumes, maps, and photographs received attention in the conservation laboratory. The research and testing staff carried out tests on materials to be used in the move or in the construction of the National Archives at College Park. The conservators worked with the archival staff to assure that records would be well protected by proper packing techniques and use of appropriate materials for packing. The staff was concerned not only with standard paper records but also with records such as panorama photographs; glass plate negatives and lantern slides; oversized architectural drawings and maps; albums and bound volumes; and original artworks and artifacts, which are especially vulnerable.

As part of an ongoing program of leadership in archival preservation, the National Archives held its eighth annual preservation conference on March 18, 1993. This year's conference, entitled "Preservation of Oversized Documents, Maps, and Drawings," attracted 170 persons representing the United States, Mexico, and Canada. In addition, the Division published two new informal preservation information papers based on work related to packing and moving archival materials. The staff continued to participate in American National Standards Institute meetings, which establish standards for various media.

In fiscal year 1993 the Regional Preservation Program focused on disaster preparedness and recovery. The Regional Coordinator developed the "Disaster Preparedness and Response for Records Managers" workshop in cooperation with the Office of Federal Records Centers and the Office of Records Administration; provided disaster recovery information to Midwest flood victims; and jointly published the "Primer on Disaster Preparedness, Management, and Response: Paper-Based Materials" with the Smithsonian Institution and the Library of Congress. The Regional Coordinator also provided training to regional preservation officers for an environmental monitoring program and established technician-level preservation capability in the National Archives–Alaska Region.

OFFICE OF SPECIAL AND REGIONAL ARCHIVES



Mayor William Stanley of Waltham, MA, (on right), tours the National Archives-New England Region during the October 8, 1992, grand opening of the building's renovated research wing. His guide is Paul J. Palermo of the Federal Records Center-Boston, housed in the same building. *Photograph bu* Todd Magliozir-The News Tribune.

The Office of Special and Regional Archives includes the Center for Legislative Archives, the Center for Electronic Records, the Regional Archives System, and the Technology Research Staff.

Center for Legislative Archives

The Center for Legislative Archives accessions, describes, maintains, and provides access to the permanently valuable records of the legislative branch agencies.

Providing reference service to support the administrative needs of the U.S. Congress and the general public is the Center's highest priority. In fiscal year 1993, the Center provided 230 loans, totaling 963 items, to congressional committees and administrative offices. The Archival Programs Branch received 1,019 letters and orders for reproductions of original records and provided service to 759 researchers, furnishing them with 9,134 items (folders, boxes, and bound volumes).

Archival Programs Branch technicians completed holdings maintenance on 313 cubic feet of Senate records, 864 cubic feet of House records, and 209 cubic feet of the records of joint committees. Accessioning progressed, adding 2,122 cubic feet to Senate records and 1,481 cubic feet to House records. Among the new accessions were the records of the Senate Select Committee on POW/MIA Affairs, which total 389 cubic feet. Archival staff devoted much of fiscal year 1993 to reviewing the 500 boxes of records of the House Select Committee on Assassinations.

The Center's outreach mission is to make the records of the Congress available to an expanding segment of the American people. The 250th anniversary of Thomas Jefferson's birth provided a unique opportunity for the Center to showcase Jefferson's handwritten messages to the Congress. Supported by Thomas Jefferson University in Philadelphia, PA, the Center designed a yearlong project to preserve Jefferson's messages and to make them the focus of educational outreach projects. On July 1, the exhibit "'A Splendid Misery': Challenges of Thomas Jefferson's Presidency" opened at the Visitor's Center of Independence National Historical Park in Philadelphia. The Center worked with teachers, educational specialists, historians, and designers to prepare an educational document packet, *The Presidency of Thomas Jefferson, 1801–1809*, for American schools, the first in a series of such document packets the Center intends to develop.

During fiscal year 1993, researchers began to use the Center's collection of some 2,000 original pen-and-ink drawings by political cartoonist Clifford K. Berryman and an estimated 200 cartoons by his son, Jim Berryman. This acquisition added an extraordinary collection of visual images that supplement the Center's holdings of legislative records.

The Center has begun an oral history program drawn from 144 interviews from other institutions, research interviews of historians and political scientists, and the Center's own limited interview program.

Center for Electronic Records

The Center for Electronic Records appraises, accessions, preserves, and provides access to Federal records that are in a format designed for computer processing.

Transfers of electronic records from Federal agencies accelerrated dramatically during fiscal year 1993, with the transfer of more than 8,700 electronic files to the National Archives. The Archival Services Branch continued energetic follow-up on Public Events Involving the Regional Archives in Fiscal Year 1993

Event	Number of Events	Number of Attendees	
Workshops/Classes			
Genealogical	119	4,300	
Teachers	8	160	
Universities	13	325	
School groups	23	570	
Professional groups	10	520	
Presentations			
Genealogical groups	90	4,200	
Universities	3	800	
School groups	73	2,100	
Professional groups	31	3,460	
Exhibits	39	100,000	
Symposia/Conferences	32	4,100	
Film festivals	7	2,300	

the recommendations of a major study by the National Academy of Public Administration (NAPA), which recommended that the National Archives preserve records from 430 data bases within the Federal Government. Center staff started negotiations with agencies for scheduling the transfer of more than 290 of these data bases and completed appraisal of 28 of them.

The Center worked with its contractor on development of the Archival Preservation System (APS) and received the complete system at the end of the fiscal year. The system will automate production and control of archival copies of electronic records. The Center brought the Archival Electronic Records Inspection and Control (AERIC) System into operation for validation of accessions in fiscal year 1993.

The production of archival copies decreased somewhat in comparison to the previous fiscal year (936 reels copied in fiscal year 1993, and 1,119 copied in fiscal year 1992) due principally to a new responsibility assigned to the Center in May 1993: the preservation and other processing of 6,000 units of computer-readable media transferred to the National Archives under special arrangements with former Presidents Reagan and Bush, the National Security Council, and the Executive Office of the President. The Center undertook substantial physical preservation efforts for almost 1,400 of them.

Technology Research Staff

The Technology Research Staff carries out a threefold mission to study and monitor technological evolution and innovations, assist other offices in applying technology to their programs and operations, and provide technical consultation services within the National Archives. The Staff performs studies and conducts, or undertakes by contract, a program of applied technical research projects. The Staff engaged in more than 30 different study projects and consulting efforts, 3 of which are particularly noteworthy.

First, the Staff completed a report that will offer guidelines to other Federal agencies on how to deal with three critical issues affecting the implementation of digital imaging and optical media systems: establishing the life expectancy of optical media; monitoring media for deterioration and data loss; and adopting a strategy to enable migration of data across generations of technology.

Second, in cooperation with the Information Security Oversight Office, the Staff represented the National Archives in sponsoring a study of the requirements, architectural alternatives, and general feasibility of an interagency data base to track declassification actions.

Third, throughout fiscal year 1993, the Technology Research Staff conducted more than a dozen seminars to acquaint National Archives staff with the use and potential of Internet resources. The University of Maryland agreed to connect the National Archives to the Internet through the university's computer facilities.

Regional Archives System

The Regional Archives System consists of 12 regional archives that are located in or near Boston, New York, Philadelphia, Atlanta, Chicago, Kansas City, Fort Worth, Denver, Los Angeles, San Francisco, Seattle, and Anchorage.

The regional archives provide a full range of archival activities and programs to the public. These repositories accept records that document the history of a locality or region from Federal agencies (including the U.S. district and appeals courts) across the country. The regional archives also increase access to the holdings of the National Archives by maintaining copies of those National Archives microfilm publications that are most in demand with the research public. Each regional archives has approximately 50,000 rolls of microfilm. Researcher visits to the regional archives totaled 165,070 in fiscal year 1993.

The National Archives continued to improve the quality of the facilities housing some of the regional archives. Renovation of the research rooms and other public areas of the National Archives–New England Region was completed, and the facility was rededicated in October 1992. Work began on construction of a new regional archives in Massachusetts, the National Archives–Pittsfield Region. Co-located with the Silvio O. Conte National Records Center, this regional archives will consist of a microfilm reading room holding National Archives microfilm publications of interest to genealogists and other researchers. The facility will open to the public in spring 1994.

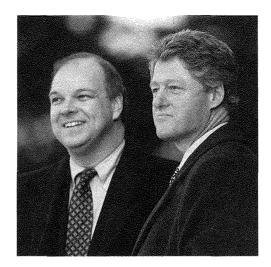
Staff from the regional archives continued to visit key agencies to assist them in identifying and transferring to the National Archives older permanently valuable records. The regional archives hosted or participated in 77 archives tours, open houses, and records workshops for client Federal agencies, reaching almost 1,700 Federal employees.

Indispensable to regional archives operations is a volunteer force drawn from the local communities. These volunteers, who assist researchers, help process records, and participate in public outreach, numbered 395 nationwide and contributed a total of over 30,000 hours of work in fiscal year 1993. Much of the regional archives' public outreach this year focused on commemorating the 50th anniversary of U.S. participation in World War II.

OFFICE OF SPECIAL AND REGIONAL ARCHIVES STAFF

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Deputy Assistant Archivist		Dission Basis and Austrian Surday	
Rosanne T. Butler	202-501-5340	Director, Regional Archives System Rosanne T. Butler (Acting)	202-501-534
		Kozalite 1. Doller (reality)	
Director, Center for Legislative Archives		Director, Technology Research Staff	
Michael L. Gillette	202-501-5350	William Holmes	301-713-707
REGIONAL ARCHIVES	Area Covered	REGIONAL ARCHIVES	Area Covered
National Archives-New England Region	Connecticut, Maine,Massachusetts,	National Archives-Southwest Region	Arkansas, Louísiana,
Director: James K. Owens	New Hampshire, Rhode Island,	Director: Kent C. Carter	New Mexico, Oklaboma,
380 Trapelo Rd.	and Vermont	501 West Felix St.	and Texas
Waltham, MA 02154		P.O. Box 6216	
617-647-8100		Fort Worth, TX 76115 817-334-5525	
National Archives–Northeast Region	New Jersey, New York, Puerto		
Director: Robert C. Morris	Rico, and the Virgin Islands	National Archives–Rocky Mountain Region	Colorado, Montana,
201 Varick St.		Director: Joel Barker	North Dakota, South Dakota,
New York, NY 10014-4811		Building 48, Denver Federal Center	Utah, and Wyoming
212-337-1300		P.O. Box 25307	
		Denver, CO 80225	
National Archives-Mid Atlantic Region	Delaware, Pennsylvania,	303-236-0817	
Director: Robert J. Plowman	Maryland, Virginia,		
9th and Market Streets	and West Virginia	National Archives-Pacific Southwest Region	Arizona; the southern
Philadelphia, PA 19107		Director: Diane S. Nixon	California counties of Imperial,
215-597-3000		24000 Avila Rd.	Inyo, Kern, Los Angeles, Orange
		Laguna Niguel, CA 92656	Riverside, San Bernardino,
National Archives-Southeast Region	Alabama, Georgia, Florida,	714-643-4241	San Diego, San Luis Obispo,
Director: Gayle P. Peters	Kentucky, Mississippi,		Santa Barbara, and Ventura;
1557 St. Joseph Ave.	North Carolina, South Carolina,		and Clark County, Nevada
East Point, GA 30344	and Tennessee		
404-763-7477		National Archives–Pacific Sierra Region	Northern California; Hawaii;
National Archiver, Creat Labor Basion	llinois Indiana Mishinan	Director: Waverly B. Lowell 1000 Commodore Dr.	Nevada, except Clark County;
National Archives–Great Lakes Region Director: Peter W. Bunce	llinois, Indiana, Michigan, Minnesota, Ohio, and	San Bruno, CA 94066	and the Pacific Ocean area
7358 South Pulaski Rd.	Wisconsin	415-876-9009	
Chicago, IL 60629			
312-581-7816		National Archives-Pacific Northwest Region Director: Phillip E. Lothyan	Idabo, Oregon, and Washington
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816-926-6272		National Archives-Alaska Region	Alaska
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		907-271-244	

OFFICE OF PRESIDENTIAL LIBRARIES



On February 19, 1992, President Bill Clinton, pictured with James Roosevelt, visited the Franklin D. Roosevelt Library in Hyde Park, NY. Official White House photograph.

Some of the most important materials maintained by the National Archives are those produced or received during the administrations of the U.S. Presidents from Herbert Hoover to Bill Clinton. The Office of Presidential Libraries administers nine Presidential libraries and two Presidential projects, which preserve these materials and make them available to the public. The libraries also offer a wide variety of public programs to enhance knowledge about individual Presidents, the Presidency, American politics, and specific historic events.

Bush Presidential Materials Project

On January 4, 1993, the George Bush Presidential Materials Project was established in College Station, TX. Beginning the day after the Presidential election in November 1992, the Office of Presidential Libraries, assisted by the Office of Management and Administration, began searching for a suitable temporary site in Texas for the Bush Project. At the same time, planning for the transfer and movement of Bush materials to the temporary site began. The National Archives took physical custody of 27,000 cubic feet of Presidential records, including national security materials, head-of-state gifts, and gifts from the public. The materials now being stored in College Station, TX, total 36 million pages of textual materials and 35,000 objects.

Groundbreaking for the Bush Library, to be built on 90 acres of land at Texas A&M University in College Station, is scheduled for the fall of 1996. The National Archives will take possession of the library and museum in early 1997.

President Clinton Visits Roosevelt Library

On February 19, 1993, President Bill Clinton visited the Roosevelt

Library in Hyde Park, NY, following his speech at a nearby middle school. The President was accompanied by Senator Daniel Patrick Moynihan, James Roosevelt, and Robert Kennedy, Jr.

Opening of the Pare Lorentz Film Center

On April 24, 1993, the Roosevelt Library formally opened the Pare Lorentz Film Center. Established through the generosity of Mrs. Elizabeth Lorentz, the late filmmaker's wife, the Center is located on library grounds and will enable students and scholars to study one of the foremost documentary filmmakers of this century, as well as mass communication in the era of Franklin Roosevelt.

JFK Assassination Records Activities

In accordance with the President John F. Kennedy Assassination Records Collection Act of 1992, the Kennedy, Johnson, and Ford Libraries identified and copied approximately 95,000 pages of material related to the assassination of President Kennedy. These documents became part of the collection of Kennedy assassination records at the National Archives Building in Washington, DC.

Tape Openings

The Johnson Library opened transcripts and began the review of President Johnson's telephone conversations, material that had been restricted for 50 years. In May, the Nixon Project opened slightly more than 3 hours of abuse of governmental power (commonly referred to as "Watergate") tape segments, along with 135,000 textual pages consisting primarily of Nixon staff files.

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Richard Norton Smith	319-643-5301	Director, Gerald R. Ford Library	
Parkside Dr., P.O. Box 488		Frank H. Mackaman	313-741-2218
West Branch, IA 52358		1000 Beal Ave.	
		Ann Arbor, MI 48109	
Director, Franklin D. Roosevelt Library			
Verne W. Newton	914-229-8114	Curator, Gerald R. Ford Museum	
511 Albany Post Rd.		James R. Kratsas	616-451-9263
Hyde Park, NY 12538		303 Pearl St. NW.	
		Grand Rapids, MI 49504-5353	
Director, Harry S. Truman Library			
Dr. Benedict K. Zobrist	816-833-1400	Director, Jimmy Carter Library	
U.S. Highway 24 and Delaware St.		Dr. Donald B. Schewe	404-331-3942
Independence, MO 64050-1798		One Copenhill Ave.	
		Atlanta, GA 30307	
Director, Dwight D. Eisenhower Library			
Daniel D. Holt	913-263-4751	Director, Ronald Reagan Library	
Southeast Fourth St.		Dr. Ralph C. Bledsoe	805-522-8444
Abilene, KS 67410		40 Presidential Dr.	
		Simi Valley, CA 93065	
Director, John F. Kennedy Library			
Charles U. Daly	617-929-4500	Director, Bush Presidential Materials Project	
Columbia Point		Dr. David Alsobrook (Acting)	409-260-9554
Boston, MA 02125		701 University Dr., East, Suite 300	
		College Station, TX 77840	
Director, Lyndon Baines Johnson Library			
Harry J. Middleton	512-482-5137		
2313 Red River St.			
Austin, TX 78705			

Automation of Finding Aids

At the Roosevelt Library, work began on a major project to place the contents of all library manuscript finding aids on a computer data base. The project covers over 5,000 pages of entries and will take a year to complete. At the Ford Library, archivists completed PRESNET descriptions of the White House Central Files Name File. The PRESNET electronic data base now contains folder-level descriptions of over 70 percent of the open materials in the library. The library's manuscript collection will be described in the Research Libraries Information Network (RLIN) national data base as a result of a collaboration between the Ford Library and the Library of Congress.

Archival Openings

On July 12, the Reagan Library made available for research an

additional 330,000 pages of documents, consisting of secondary subject categories within two primary categories from the White House Office of Records Management Subject File. This opening brought the total number of pages available for research to 7.1 million. The Truman and Johnson Libraries opened the taperecorded interviews between Merle Miller and Harry Truman (1961–62).

Highlights of Archival Accessions

The Eisenhower Library received the papers of Robert B. Anderson, Secretary of the Navy and Secretary of the Treasury (35 cubic feet) and Dwight D. Eisenhower's original letters to his

boyhood friend and lifelong correspondent Edward E. "Swede" Hazlett (1 cubic foot).

The Kennedy Library acquired the papers of: John Kenneth

Galbraith, economist, editor, and ambassador (247 cubic feet); Evelyn Lincoln, personal secretary to President Kennedy (8 cubic feet); and R. Sargent Shriver, lawyer, ambassador, and Director of the Peace Corps (150 cubic feet).

The Johnson Library accessioned the personal papers of: Walt W. Rostow, Chairman of the Policy Planning Committee of the Department of State and Special Assistant to the President for National Security Affairs (172 cubic feet); William McChesney Martin, Chairman of the Federal Reserve Board and Chairman of the Commission to Reorganize the New York Stock Exchange (25 cubic feet); Bromley K. Smith, Executive Secretary of the National Security Council (16 cubic feet); and National Security Council files, 1963–69 (68 cubic feet).

Publications

The first edition of the *Historical Materials in the Jimmy Carter Library* was published during fiscal year 1993. The Kennedy Library completed the 1993 edition of *Historical Materials in the John Fitzgerald Kennedy Library*.

Museum Exhibitions

Two exhibitions commemorating the Immigration and Naturalization Service's 100th anniversary opened at libraries during the year: "Images in Immigration" at the Kennedy Library and "Journey's End: A New Beginning" at the Reagan Library.

The Truman, Eisenhower, Carter and Reagan Libraries exhibited "The White House, 1792–1992: Image in Architecture," sponsored by the White House Historical Society and the American Architectural Foundation. The Truman and Carter Libraries displayed the Library of Congress exhibition "Party Animals: A Political Primer."

President and Mrs. Reagan opened the exhibit "Painting as a Pastime: The Art and Treasures of Sir Winston Churchill," with a special preview reception attended by Winston Churchill's grandson and family.

Other exhibitions during fiscal year 1993 include the Hoover Library's "The Roaring Twenties," featuring a typical smalltown Main Street of the era; the Johnson Library's "The Images of the Vietnam War" and "Arnold Newman's Americans"; and the Reagan Library's "Our Presidents: From Washington to Clinton," providing a historical reflection on the institution of the Presidency and the 41 men who have occupied that office.

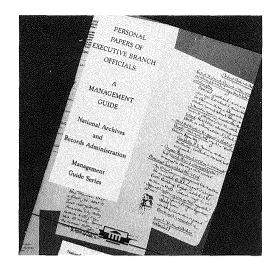
World War II Commemoration Exhibits

Several libraries held exhibits in honor of the commemoration of the 50th anniversary of World War II. The National Archives traveling exhibit "World War II: Personal Accounts—Pearl Harbor to V-J Day," curated by the Johnson Library, was exhibited at the Eisenhower and Truman Libraries, and the Ford Museum. "World War II: The Artist's View," an exhibit produced by the Eisenhower Library, traveled to the Hoover and Carter Libraries.

Public Programs

Several libraries sponsored lecture series and guest speakers during the year, covering such topics as World War II, the anniversary of Dwight Eisenhower's 1952 election, and the Presidential election process.

OFFICE OF RECORDS ADMINISTRATION



As part of its fiscal year 1993 efforts to assist the Federal records management community, the Office of Records Administration published Personal Papers of Executive Branch Officials: A Management Guide. Photograph by Richard Schueider.

The life cycle of Federal records dictates that the National Archives be involved in the recordkeeping process of Federal agencies long before records are transferred for permanent retention at one of its nationwide facilities. The Office of Records Administration, through its Agency Services Division and Records Appraisal and Disposition Division, seeks to provide the necessary support for this important agency function.

Federal Training and Outreach

In responding to a wide spectrum of agencies' needs, the Office of Records Administration uses briefings, conferences, formal training courses, and publications designed by the Agency Services Division to educate the Federal community. In fiscal year 1993 the Office gave 43 training classes attended by a total of 932 Federal employees. In addition, focused briefings at 17 agencies provided information to more than 480 Federal managers about their records management responsibilities.

The fifth annual Records Administration Conference was held on May 26, 1993, featuring Dr. Michael R. Nelson of the White House Office of Science and Technology Policy as keynote speaker. The attendance of 400 was the highest number in the history of the conference. The Bimonthly Records and Information Discussion Group (BRIDG), which draws together Washington area records officers for informal discussions, held sessions on the various tools that agency records officers can use to promote management programs; agency responsibility for Federal contractor records; and how records officers can implement or improve the records disposition process.

The Office of Records Administration also serves the Federal records community through its publications. A new edition of the

Disposition of Federal Records, containing much new and updated information, was published. An expanded and updated *Federal Records Management Glossary* was also distributed to Federal officials. In addition, the Office completed a multiagency study on the management of micrographic records in Federal agencies. This study provided recommendations for the management of such records, based on an evaluation of the micrographic programs of nine Federal agencies. Thirty publications are currently available from the Office of Records Administration to assist the Federal records management community.

Federal Agency Evaluations

The National Archives reviews agency records management programs and, through study and onsite visits, recommends how agencies can better protect, manage, and provide proper disposition of Federal records. The Agency Services Division conducted an evaluation of the U.S. Forest Service's records management program, involving visits to 54 field sites and 46 headquarters offices. In addition to making recommendations concerning current records issues, Office of Records Administration staff identified approximately 3,023 cubic feet of noncurrent records over 30 years old that the Forest Service had retained. Staff of the Office conducted evaluation visits in 28 field offices of the Bureau of Indian Affairs (BIA). Following a Department of Energy evaluation, the records of the Secretariat of the Atomic Energy Commission, 1947–58, were accessioned into the National Archives, where they are now available for research.

Records Appraisal and Disposition

The National Archives has sole authority to decide which Federal

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Director, Records Appraisal and Disposition Division	
James Hastings	301-713-7096

records have sufficient value to warrant their preservation for future research and reference use; the National Archives also authorizes the destruction or other disposition of the remaining temporary records. Both permanent and temporary records are described on records disposition schedules developed by agencies and submitted to the National Archives Office of Records Administration for approval. Approved schedules provide continuing and mandatory disposition authority. The Office also conducts special schedule implementation studies and other special records disposition and appraisal studies to help agencies improve their records disposition programs. Significant examples of how the National Archives ensures the appropriate disposition of records of the Federal Government occurred during the fiscal year.

Records of Agency Heads

The Office of Records Administration undertook a pilot study of the maintenance and disposition of the official files of the head of the National Oceanic and Atmospheric Administration (NOAA). Appraisal archivists also surveyed and prepared reports on records of the heads and other senior officials of the Departments of the Treasury, Health and Human Services, Education, Justice, Army, and Agriculture; the Office of the Secretary of Defense; the Central Intelligence Agency; and the U.S. Information Agency.

Appraisal of Scientific Records

For the first time in over 20 years the National Institute of Standards and Technology (formerly the National Bureau of Standards) submitted a comprehensive update of its records schedule. The review of this schedule and appraisal of the records involved more than 150 meetings with Institute staff in the technical and administrative divisions at the agency's headquarters in Gaithersburg, MD, and at the agency's field laboratory in Boulder, CO.

New Cryptologic Records

During fiscal year 1993, appraisal archivists worked with the Naval Security Group Command to appraise and secure the transfer to the National Archives of Navy World War II cryptologic records. These records total approximately 1,850 cubic feet, including 13,000 rolls of microfilm. The files were formally transferred into the legal custody of the National Archives in the fall of 1993 and will be physically transferred to the National Archives at College Park early in 1994. With the acquisition of these records, the National Archives will have custody of all significant World War II documentation from Federal agencies.

State Department

The Office of Records Administration worked closely with the Department of State to schedule records of current operating offices and other unscheduled records, including the Foreign Affairs Photograph Collection. The National Archives appraised nearly 950 cubic feet of older Department of State records maintained separately from the central files and containing unique documentation of important issues, events, and program activities of high-level officials.

Intergovernmental Records Program

The Intergovernmental Records Program opened new avenues of cooperation with State and local governments through the Intergovernmental Cooperative Appraisal Project (ICAP). Organized as a partnership between the National Archives and the National Association of Government Archives and Records Administrators, ICAP involves nine State archives and the National Archives in sharing information developed in the course of scheduling and appraising selected Government records. The goal of the program is to reduce unreasonable Federal retention requirements for temporary records, assure the preservation of adequate documentation, and establish models of intergovernmental cooperation in records disposition.

OFFICE OF FEDERAL RECORDS CENTERS



Col. Richard Uppstrom, Director of the U.S. Air Force Museum, and Denis Paskauskas, Director of the Federal Records Center-Dayton, view former President George Bush's application for commission as a naval aviator, part of the Office of Federal Records Center's World War II traveling exhibit "A People At War," which opened at the Air Force Museum on May 7, 1993. *Phatograph by Gary Bays*.

The Office of Federal Records Centers plays an important role early in the life cycle of records by providing economical storage and reference service for permanent and temporary records of Federal agencies. The 14 records centers in the Office's nationwide system are the first stop for records when they leave the physical custody of the agencies that created them. Agencies' records stay in these centers until they are either destroyed or accepted by the National Archives as permanent records.

Besides storing and providing reference service on customer agencies' records, the Federal records centers also offer agencies technical assistance with records management, workshops on files improvement and records disposition, micrographic services, and guidance on the protection of vital records. The centers also provide services directly to the public and to Members of Congress.

The Office of Federal Records Centers participates in the revolution in electronic records technology by providing agencies with electronic access to records. Well aware that the sequence of steps involved in the life cycle process is radically compressed in creating, saving, and using electronic records, Federal records centers are developing systems for effective electronic records management.

Services to the Public

The National Personnel Records Center, housed in two locations in St. Louis, MO, stores the personnel records of former members of the Armed Forces and former Federal civilian employees. There are more than 1.3 million cubic feet of veterans' personnel, medical, and related files at the Center as well as over 600,000 cubic feet of retired and separated Federal civilian employees' personnel and pay records. The importance of these records is demonstrated by the fact that last year the Center answered more than 2.2 million requests for information from civil servants, members of the military services, and their families. These inquiries most often relate to benefits claims.

Researchers are also able to use records stored in the Federal records centers with the permission of the creating agencies. Frequent research use of a record series can be a significant indicator of records that are worthy of permanent retention.

Services to Federal Agencies

During fiscal year 1993, the records centers received for storage 1.66 million cubic feet of records from Federal agencies. By storing these records in centers rather than in office space, Federal agencies realized a cost savings of \$20.98 per cubic foot, or more than \$34.8 million overall. Additionally, the records centers play a significant role in saving Federal funds by destroying agencies' records that are no longer needed and by transferring permanently valuable records to the Office of the National Archives or the Office of Special and Regional Archives in accordance with approved records disposition schedules. During the fiscal year, centers destroyed over 1 million cubic feet of records, much of the material being recycled.

The centers responded to 15.9 million reference requests from agencies and the public in fiscal year 1993. The great majority of the requests, more than 9.9 million, pertained to IRS tax returns. The Federal records centers provide reimbursable micrographic services to customer agencies, and more than 21.4 million images were filmed for agencies in fiscal year 1993. The centers also participated with other National Archives offices in

OFFICE	O F	FEDERAL	RECORDS	CENTERS	STAFF
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Director, Data Systems Center Thomas R. Nehrkorn	314-538-4152
Director, National Personnel Records Center David L. Petree	314-538-4201
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75 reviews of agency records programs to identify and schedule permanent records.

Over 9,600 Federal employees participated in workshops offered by the centers on such subjects as files improvement and records disposition. The records centers also provided training designed specifically for a particular agency's records as well as training focused on such specialized disciplines as electronic records management and micrographics.

The Office of Federal Records Centers maintains agreements with several Federal agencies that reimburse the records centers for storing and servicing those agencies' current, active files. Such agreements are in effect nationwide with the Internal Revenue Service, the Social Security Administration, the Immigration and Naturalization Service, the Department of Veterans Affairs, and the U.S. Postal Service.

Online Automated Reference

In response to Federal agencies' need to reduce administrative and mailing costs and to speed records retrieval, the Office of Federal Records Centers developed the Centers Information Processing System (CIPS), providing remote dial-up access to a computer in St. Louis, MO, which processes the electronic reference requests. CIPS, put into limited use by agencies in fiscal year 1992, came into its own in fiscal year 1993: Centers processed 1,500 requests per month at the end of fiscal year 1992; by the end of fiscal year 1993, they processed 15,000 per month. This tenfold increase in requests processed was accompanied by a nearly threefold increase, from 35 to 100, in the number of agencies using CIPS.

Enhancements to CIPS continued, including the successful testing of linking of agencies' personal computers to the St.

Louis Data Systems Center mainframe computer and the batching of some agency CIPS request.

The Office of Federal Records Centers is making large strides toward improved customer service through the use of CIPS: Greatly reduced turnaround time in filling requests; reduced postage costs; reduced administrative costs in sorting, batching, and mailing; and increased accountability both at customer agencies and at Federal records centers. These gains will be increased with adoption of an electronic Standard Form 135, which was developed in draft during fiscal year 1993.

Other online capabilities that have been developed include the military personnel registry file system and an index to the location of the records of retired civilian personnel, entrance and separation x rays of military personnel, and medical records of dependent military personnel.

Recommendations from a study of a proposed correspondence tracking system completed during the fiscal year were accepted and implemented. The Office expects to recoup in less than 1 year the anticipated costs of installing the system.

Electronic access to military records by the military departments has enabled the departments to determine if files they wish to retrieve are at the National Personnel Records Center and then to request the records electronically. About 10,000 requests annually will be handled in this manner. Additionally, during the fiscal year the National Personnel Records Center and the Army Personnel Records Center were linked electronically to permit authorized users from each agency to use each other's files, reducing turnaround time in reference work between the two centers from 15 to 10 days.

Courtesy Storage for Papers of Members of Congress

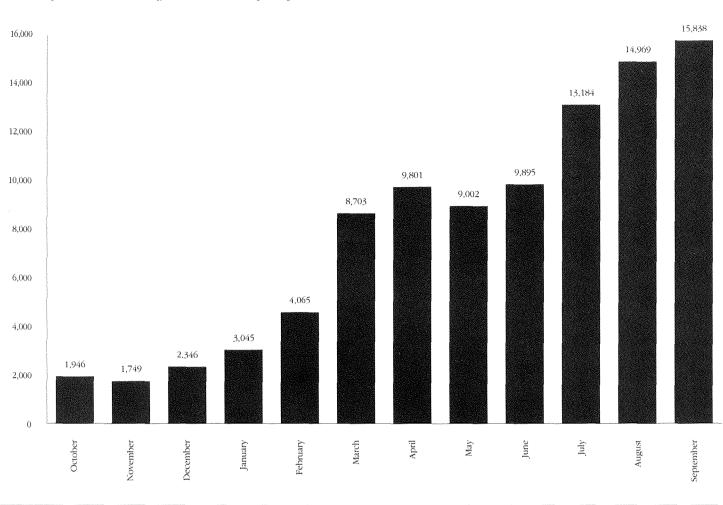
The Federal records centers provide courtesy storage for the inactive papers of Members of Congress. These papers, being personal property, are removed from the centers when Members leave office. Following the 1992 elections and the retirement of many Members, over 100 collections of personal papers were removed from the centers. As they have done for many years, center staffs provided expert professional advice on transferring these papers to permanent repositories.

Permanent and Unscheduled Records

The Federal records centers also play a vital role in the life cycle of records by providing secure storage for permanent records not yet transferred to the legal custody of the National Archives. During fiscal year 1993, some 5.4 percent of the records centers' holdings (nearly 996,600 cubic feet) were permanent records.

During the year the centers continued to use their micrographics program as a means to effect the transfer of older permanent records to the custodial offices of the National Archives. By successfully encouraging agencies to retain microfilm copies, the National Archives acquires original records.

During fiscal year 1993, the Office of Federal Records Centers completed a data base of permanent disposition authorities, making possible the identification of gaps in archival holdings and analysis of agencies' compliance with



Centers Information Processing Service (CIPS) Requests for Fiscal Year 1993

guidelines on adequate documentation of their programs.

The Office of Federal Records Centers continued to participate in facilitating the timely transfer of permanent records from the Washington National Records Center to the National Archives at College Park. This project involves the review, appraisal, and description of more than 500,000 cubic feet of permanent and potentially permanent records. In addition, the Office continued to participate in screening projects for bankruptcy case files and U.S. attorneys case files and in the Sampling Methodology Project on Civil and Criminal Court Case Files. All of these projects are directed at identifying and preserving the archival portion of larger collections of records.

Space Planning

Construction of two new records center facilities, at Pittsfield, MA, and Philadelphia, PA, continued during the fiscal year. The Pittsfield facility was close to completion at the end of September 1993. The Office pursued in-depth analyses and careful management of space needs, requirements, and usage during fiscal year 1993 to avoid the need to acquire additional storage space in other locations.

Agency Outreach

The World War II exhibit "A People At War," prepared by staff of the National Personnel Records Center, continued to tour the country. It was exhibited in Federal courthouses, airports, and many other locations including the U.S. Air Force Museum in Dayton, OH. During the fiscal year, the Office of Federal Records Centers again provided a staff member to serve as historianarchivist for the Presidential Inaugural Committee, a task with which the Office has been involved since 1968. Also, individual records centers have increased effective communication of the National Archives mission to Federal agencies through the staging of open houses in cooperation with co-located regional archives. Many records centers produced newsletters for agencies in their regions, fostering a better understanding of National Archives services and interests. Finally, staff members of the Office of Federal Records Centers continued to work closely with the Office of the National Archives, the Office of Special and Regional Archives, and the Office of Records Administration in important ongoing evaluations of Federal agencies' records management programs.

REGIONAL FEDERAL RECORDS CENTERS

Federal Records Center–Boston **Director**: Clifford G. Amsler 380 Trapelo Rd. Waltham, MA 02154 617-647-8745

Federal Records Center–New York **Director:** Lee Romero Building 22, Military Ocean Terminal Bayonne, NJ 07002-5388 201-823-7161

Federal Records Center–Philadelphia Director: David S. Weber 5000 Wissahickon Ave. Philadelphia, PA 19144 215-951-5588

Federal Records Center–Atlanta **Director:** Thomas G. Hudson 1557 St. Joseph Ave. East Point, GA 30344 404-763-7438

Federal Records Center-Chicago **Director:** David E. Kuehl 7358 South Pulaski Rd. Chicago, IL 60629 312-581-7816

Federal Records Center–Dayton **Director:** Denis P. Paskauskas 3150 Springboro Rd. Dayton, OH 45439 513-225-2878

Federal Records Center–Kansas City **Director:** John J. Allshouse 2312 East Bannister Rd. Kansas City, MO 64131 816-926-7272

AREA COVERED

Connecticut, Maine, Massachusetts, New Hampsbire, Rhode Island, and Vermont

New Jersey, New York, Puerto Rico, and the Virgin Islands

Delaware, Pennsylvania, and U.S. court records from Maryland, Virginia, and West Virginia

Alabama, Georgia Florida, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee

Illinois, Wisconsin, Minnesota, and U.S. court records from Indiana and Michigan

Indiana, Michigan, and Obio

Iowa, Kansas, Missouri, and Nebraska

REGIONAL FEDERAL RECORDS CENTERS

Federal Records Center–Fort Worth Director: James W. Mouat 501 West Felix St. P. O. Box 6216 Fort Worth, TX 76115 817-334-5515

Federal Records Center–Denver **Director:** Robert Svenningsen P. O. Box 25307 Denver, CO 80225 303-236-0804

Federal Records Center–San Bruno Director: David D. Drake 1000 Commodore Dr. San Bruno, CA 94066 415-876-9003

Federal Records Center–Los Angeles **Director:** Sharon L. Roadway 24000 Avila Rd. Laguna Niguel, CA 92677-6719 714-643-4220

Federal Records Center–Seattle **Director:** Steven M. Edwards 6125 Sand Point Way NE. Seattle, WA 98115 206-526-6501

AREA COVERED

Arkansas, Louisiana, New Mexico, Oklahoma, and Texas

Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming

Northern California; Nevada, except Clark County; and American Samoa

Arizona; the southern California counties of Imperial, Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura; and Clark County, Nevada

Alaska; Hawaii; Idaho; Oregon; Washington; and the Pacific Ocean area, except Amerícan Samoa

OFFICE OF PUBLIC PROGRAMS



The National Archives' Fourth of July celebration, planned by the Office of Public Programs, featured Attorney General Janet Reno as the keynote speaker. *Photograph by Ceecha Epstein*.

Through exhibitions, educational workshops and materials, publications, film and other media programs, lectures and dramatic performances, special events, and volunteer-led tours and outreach activities, the Office of Public Programs continued to bring the rich and varied resources of the National Archives to the public during fiscal year 1993. Most notably, more than 1 million visitors came to the National Archives Exhibition Hall to see the Nation's Charters of Freedom—the Declaration of Independence, the Constitution, and the Bill of Rights—and other milestone documents in American history.

Exhibits

Emancipation Proclamation. The January 1993 display of the Emancipation Proclamation drew enormous national attention and approximately 16,500 people during the 4 days it was on display.

"Western Ways: Images of the American West." A major new exhibit of visual images of the American West was on display in the Circular Gallery between October 1992 and October 1993.

Featured Documents. During this fiscal year, the Office introduced a new type of exhibit, a Featured Document relevant to a subject of current public interest. Documents were displayed in connection with the opening of the Holocaust Memorial Museum, the nomination of Judge Ruth Ginsburg to the Supreme Court, and the historic Middle East peace agreement signing.

"Ten American Presidents." This exhibit, the first of many

scheduled to commemorate the 50th anniversary of World War II, opened in February 1993.

Educational Programs

A key ingredient in successfully preserving our Government's documentary heritage is the Office's program of encouraging the use of primary sources in education. During fiscal year 1993, the upper elementary and secondary schools program featured its annual 8-day institute, "Primarily Teaching," which introduced educators to archival research and use of record facsimiles as teaching tools. Office of Public Programs staff published articles in educational journals and produced curriculum materials, including *The Road West*, a cartographic teaching unit.

Within the collegiate and adult program, Office staff conducted a 4-day introductory archival research course, "Going to the Source," and published *Reflections on the Record*, a newsletter focusing on selected archival documents for adult educators. Noted classicists presented lectures in conjunction with the "Birth of Democracy" exhibition. The 73d and 74th "Modern Archives Institutes" provided training in archival theory and practice to 72 participants.

The Office's efforts to promote genealogical skills included the 6-day course "Introduction to Genealogy," 20 workshops, 3 presentations at the National Institute on Genealogical Research seminar held at the National Archives, participation in the "Genealogical Tour of the Nation's Capitol," and a number of television appearances by the Office staff to discuss the agency's records of interest to the genealogical community.

Special Events

Films. The Office of Public Programs held film festivals in the National Archives Building in Washington, DC, including "The Films of Exploration," "A Year on Film: 1943," "The American Experience," a series on African-American heritage, and another on Hispanic history. Attendance reached 8,628. The "Films of Persuasion" film festival completed a highly successful tour of five Presidential libraries and seven regional archives.

Performances. Dramatic performances are one of the more innovative and enthusiastically received means of providing the public access to historical records. "Transits and Ghost Dances: Voices of the American West" and performances relating to World War II—"I Can't Come Home for Christmas," "Operation Homefront," "At Ease," and "In the Mood"—were staged during fiscal year 1993.

Ceremonial Events. The National Archives and its Martin Luther King, Jr., Commemorative Committee hosted more than a dozen public events focusing on the civil rights contributions of Dr. King and others. The highlight was an address by the distinguished scholar Dr. John Hope Franklin in connection with the January 1993 display of the Emancipation Proclamation. More than 250 people attended the annual James E. O'Neill Memorial Lecture delivered by Pulitzer Prize–winning historian David McCullough on June 8. The Independence Day celebration, with guest speaker Attorney General Janet Reno, drew more than 2,500 people. On September 17, Constitution Day, 400 guests witnessed a naturalization ceremony in the Rotunda, and more than 1,000 visitors signed scrolls attached to a large replica of the Constitution.

Publications

In fiscal year 1993 the Office of Public Programs produced 131 printed publications as well as 4 issues of the award-winning quarterly of the National Archives, *Prologue*. Other publications included: *Western Ways: Images of the American West*, published to accompany the National Archives exhibition of the same name and exploring the broader themes of the West's evolution; *World War II: The Artist's View*, capturing the soldier-artists' firsthand experiences in a series of 10 full-color poster reproductions from the National Archives combat art exhibition; *Records of the Office of Public Buildings and Public Parks of the National Capital*, a new inventory; a revision of *The 1920 Federal Population Census* catalog; and a number of new or revised editions of General Information Leaflets and other finding aids.

During fiscal year 1993, National Archives publications and poster exhibits won six trade awards, among them gold awards for the *Ties That Bind* exhibition catalog, *The World in Flames* poster series, and *Prologue: Quarterly of the National Archives*. In addition, two *Prologue* articles received awards for scholarly excellence.

Products for sale by the National Archives were promoted by a gift catalog, revised editions of the publications and genealogy research aids catalogs, a new posters and facsimiles catalog, several publications that promote specialized audiovisual

OFFICE OF PUBLIC PROGRAMS STAFF

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George H. Ziener	301-763-1872
Director, Exhibits and Educational Programs Division	
Edith James	202-501-5210
Director, Marketing and Product Development Division	
Sandra E. Glasser	202-501-1560

materials, and displays at 15 major scholarly, professional, and trade conferences across the country and locally.

Museum Shop

The Merchandise Development Branch administers the Museum Shop and produces and distributes educational materials to visitors at the National Archives Building. The Branch also sponsors lectures featuring distinguished authors whose publications relate to National Archives holdings. Despite a 4 percent decline in visitors to the Exhibition Hall, the total sales in the Museum Shop decreased by less than 2 percent from fiscal year 1992, the shop's best sales year to date.

Speakers, including such well-known individuals as David McCullough, Eugene McCarthy, John Kenneth Galbraith, George McGovern, Zbigniew Brzezinski, Clifton Daniel, and Admiral William J. Crowe, participated in the series of 48 author lectures and booksignings held during the fiscal year. These events continued to raise the institution's visibility by attracting more than 4,500 visitors this year.

Multimedia and Publications Distribution

This year the Office of Public Programs combined its duplication, distribution, and customer service functions into a single operating unit, resulting in significant cost savings. A heightened customer focus resulted in the establishment of a computer bulletin board to provide online searches of all National Archives publications as well as Federal agency media productions, augmenting the existing toll-free telephone line, and TTY terminal for the hearing impaired. The Office duplicated for distribution more than 64,000 rolls of microfilm, 67,000 print materials, and 14,000 media productions, all originally produced by Federal agencies.

The Multimedia and Publications Distribution Division's role as the central duplication and distribution point for all Federal agency media productions has resulted in increased agency awareness of other National Archives publications and services. The dollar value of reimbursable services provided to agencies has more than doubled in the past year. Moreover, the Division's role as a coordinator of information about and a source of Federally developed training technologies for the private sector has increased.

Volunteer Services

The Volunteer and Tour Program, which began in 1976, has grown into four categories of service to the National Archives in Washington, DC. This year more than 200 highly educated and experienced volunteers contributed 25,000 hours of service. Docents conducted tours and presented document workshops and other programs at the National Archives and as part of the outreach efforts to schools and community groups. This year a total of 35,441 visitors, ranging from schoolchildren to constituents referred by 105 congressional offices received behindthe-scenes tours, participated in document workshops, or were helped by genealogy aides. Information desk aides responded to countless questions from visitors to the Rotunda each day. Genealogy staff aides operated the genealogy orientation room and helped first-time researchers get started on their family research in microfilm publications. Volunteer staff aides assisted the agency's archival staff with projects ranging from holdings maintenance and computer services to records description.

OFFICE OF THE FEDERAL REGISTER



Office of the Federal Register staff received the Coast Guard Commander's Award for Excellence on April 9, 1993. Left to right: Jim Wickliffe, Vincent Greenwald, Doris Tucker, Barbara Suhre, Adm. A. E. Henn (Coast Guard), Diedra Battle, Gladys Ramey, Carolyn Payne, and Norman Lemley (Coast Guard). *Photograph by Jerry Thompson.*

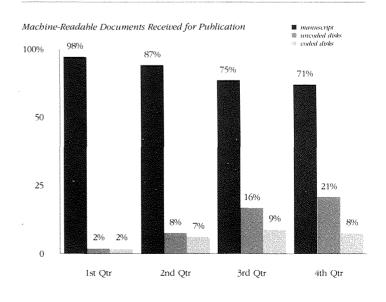
The Office of the Federal Register is charged with a critical mandate: Ensuring the intrinsic right of the American people to be informed about the actions of their Government. The Office of the Federal Register serves as the informational link between the Federal Government and the American people by receiving, editing, and publishing the major source documents that govern our daily lives. Along with the *Federal Register* and the *Code of Federal Regulations*, the Office also publishes special editions such as the *Public Papers of the Presidents*, the *Weekly Compilation of Presidential Documents, The United States Government Manual*, and the laws of the United States in "slip law" form and in the *United States Statutes at Large*.

The Office faces the daunting task of meeting the public's growing demand for instant access to information while maintaining the integrity of legally effective documents. Fiscal year 1993 brought significant changes in Federal information dissemination policy with directives from the Executive Office of the President concerning national information infrastructure planning and new legislation requiring development of an online *Federal Register* by June 8, 1994. The Office of the Federal Register has developed new information products and services to meet this challenge, investing in technology and embracing innovation to meet the demands created in an evolving information technology environment.

Technological Innovation

The Office continued to shift from exclusively paper-based operations to increased electronic processing, editing, and dissemination of publications, significantly enhancing production, efficiency, and accuracy in the process. The Office installed an expanded local network of 50 personal computers along with a laser beam communications system to link the Office of the Federal Register (OFR) directly to the Government Printing Office (GPO) computer systems for file transfer and printing so that all OFR publications could be edited on personal computers.

The Office enhanced its electronic document tracking system, using the network to review, schedule, and index documents. As the Office explored new ways of using the network to facili-



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Sandra M. Jablonski	202-523-4534
Director, Executive Agencies Division	
Richard L. Claypoole	202-523-4534
Director, Presidential Documents and Legislative Division	
Frances D. McDonald	202-523-4534

tate availability of information, it generated a variety of daily in-house reports, such as the public inspection list.

The Office informed Federal agencies of the opportunity to reduce printing fees by preparing documents in an electronic, machine-readable format. Staff members received formal training, and OFR representatives met with regulation writers from various agencies to discuss procedures and requirements for preparing and submitting electronically coded documents. As anticipated, the Office experienced a substantial increase in submission of machine-readable documents, which accounted for more than 25 percent of all material being received by the end of the fiscal year.

The staff began to develop and coordinate a series of farreaching projects designed to convert the *Federal Register/Code* *of Federal Regulations* data base to Standard Generalized Markup Language. The OFR and GPO formed a group to identify data elements and to determine editorial and display changes necessary to facilitate this conversion. The goal of the project is to provide users with a fully interactive, searchable database along with the capacity to provide products in multiple media.

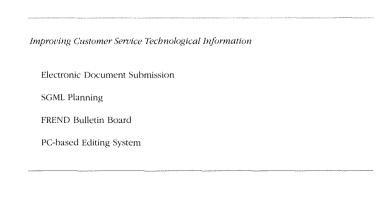
On October 1, 1992, the Federal Register Electronic News Delivery System (FREND) was inaugurated. This electronic bulletin board made its debut to over 800 callers in the first month of the fiscal year, providing them with immediate access to selected finding aids. Telephone inquiries and research questions directed to staff were noticeably reduced, saving considerable production time. FREND is available on an around-the-clock basis, receiving over 30,000 calls in its first full year.

To meet customer interest in electronic products, documents in great public demand, such as the Medicaid Physician Fee Schedule and new food labeling regulations, were made available for sale on disk.

Ongoing Obligations

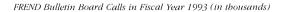
During the fiscal year, the Office of the Federal Register moved to meet customer-driven demands even as it was stretching its capacity to meet daily publication requirements and the Government Printing Office was downsizing. The number of *Federal Register* pages alone increased by 8.8 percent over fiscal year 1992. The Presidential campaign, combined with the high level of activity surrounding a new administration and the adjournment of the 102d Congress, also substantially increased the material submitted for publication in the *Weekly Compilation of Presidential Documents* and the *United States Statutes at Large*. The second session of the 102d Congress produced more pages of laws than any other session in history.

As in every election year, on behalf of the Archivist of the United States, the Office of the Federal Register coordinated



Features of FREND Bulletin Board (see chart at left)

Table of Contents for next day's Federal Register Public law numbers List of Clinton administration principal officials News of Federal Register briefings and publications release Publications price lists



4,000 3,000 2,000 1,000 0 Oct Nov Dec Jan Feb Mar Apr May June July Aug Sept receipt of the electoral college votes. Between the popular vote on November 3 and the end of December, Office of the Federal Register personnel were in constant touch with staff in the 50 States and the District of Columbia answering questions, resolving conflicts between State and Federal procedures, and monitoring mailings of certificates.

Because the regulatory information published through the Office of the Federal Register affects so many areas of American life, the Office presented 20 public workshops in Washington, DC, and throughout the country. The Office also updated and revised its popular workbook *The Federal Register: What It Is And How To Use It.*

Although the mission of the Office of the Federal Register continues to be one of accurately communicating the laws and regulations that form the cornerstone of our way of life, the ways in which our society gains access to the information provided by the Office are expanding and changing. Fiscal year 1993 marked the beginning of an evolving process to create a Federal Register system that will take its place within the national information infrastructure.

THE NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION



NHPRC grants to State and local archives help to preserve many non-Federal records of American history, such as this 1908 photograph on New York City's Delancey Street from the Collections of the Municipal Archives of the City of New York.

The accuracy of what American citizens, including schoolchildren, learn about their history depends upon the preservation of original source materials—records, manuscripts, photos, maps, and other forms of documentation. Not all such materials are in the National Archives, which holds historically significant Federal source materials. To help preserve historically valuable non-Federal sources, the Archivist of the United States makes grants on the advice of the National Historical Publications and Records Commission (NHPRC).

Grants from the NHPRC also help historians collect, edit, and publish collections of particularly important documents—the papers of prominent individuals such as Thomas Jefferson, papers on major events such as the emancipation of the slaves, and papers on the development of institutions such as the First Federal Congress. The NHPRC staff at the National Archives also provides research assistance to documentary editors. Additionally, the NHPRC's authorizing statute calls upon it to identify, assess, and report on documentary needs.

Publishing Historical Documents

Since the inception of its grant program in 1964, the NHPRC has provided grants or other assistance to 281 projects to publish major collections of documents. In fiscal year 1993 the NHPRC made 42 grants to help editors produce documentary publications and 7 to help nonprofit presses publish them. In fiscal year 1993, among other accomplishments, NHPRC-assisted documentary editors have:

Published more than 20 new volumes of documentary materials;

Completed publication of multivolume editions of The Black Abolitionist Papers *and the* Papers of Henry Clay; *and*

Completed editorial work on the 69-volume edition of the Papers of Woodrow Wilson.

Preserving Records

In fiscal year 1993 the NHPRC made 46 grants to help develop archival expertise, create archival and records management programs, preserve valuable source materials, and process them for use. Included were grants to:

Advance electronic records research at the University of Pittsburgh and conduct an advanced institute at the university on electronic records and strategic planning for archival administrators;

Help the International Institute of Municipal Clerks develop records management workshops for local government officials; and

Enable researchers at the American Institute of Physics to test approaches to preserving team-research records of significance in the history of science.

In fiscal year 1993 NHPRC grantees produced more than 40 finding aids, guides to collections, and special reports, including the first major survey of American State archives in the past 30 years. That survey credited NHPRC grants for making possible specific aspects of State archival progress.

COMMISSION STAFF		COMMISSION MEMBERS 1993
Executive Director		National Archives and Records Administration
Gerald W. George	202-501-5600	Dr. Trudy Huskamp Peterson,
		Acting Archivist of the United States
Deputy Executive Director		
Roger A. Bruns	202-501-5603	U.S. Supreme Court
		Justice Harry A. Blackmun, Associate Justice
Program Director		
Nancy A. Sahli	202-501-5610	U.S. Senate
		Senator Paul S. Sarbanes of Maryland
		U.S. House of Representatives
		Honorable Philip R. Sharp of Indiana

Department of State Dr. William Z. Slany, Director, Historical Office

Among the accomplishments cited were:

Funding records assessment studies in every State;

Helping Kentucky establish a records revolving fund program that has become a model;

Helping New Jersey develop innovative modules for archival and records management training;

Helping Native Americans create tribal records programs; and

Helping the National Association of Government Archives and Records Administrators develop tools and resources for records preservation planning.

Providing Training

The NHPRC itself sponsored programs to advance the training of archivists and documentary editors, with the following results in fiscal year 1993:

Eighteen interns participated in the NHPRC's annual Institute for the Editing of Historical Documents, held at the University of Wisconsin;

Three professionals received year-long fellowships in advanced historical editing, and two professionals received fellowships in archival administration.

Encouraging Others To Help

The NHPRC institute and fellowships described above were funded jointly by the NHPRC and the Andrew W. Mellon

Foundation. NHPRC staff helped project directors raise more than \$1 million in fiscal year 1993 from private sources to supplement their NHPRC grants, which provided less than 50 percent of the average project's budget.

In-House Planning, Publishing, and Improving Public Service

In three particular areas the NHPRC internally made significant progress in fiscal year 1993.

The NHPRC staff remained on schedule in preparing its own documentary publication project, a three-volume edition of documents on the foreign relations of the United States under the Articles of Confederation. These volumes will provide a modern documentary reference bistory of the origins of U.S. foreign policy.

The NHPRC completed action on 37 recommendations made in a study it commissioned of ways to make its operations more efficient and user-friendly.

The NHPRC prepared to implement a new long-range plan to meet documentary needs.

The Commission will implement its long-range plan in fiscal year 1994. Reaching highest priority objectives in the plan will ultimately produce outcomes that will make a difference in thestate of historical research. Research achievements will help archivists learn to preserve and provide access to mushrooming quantities of records in electronic forms. The creation of strategic plans State by State will promote the best use of scarce resources for records preservation. Nine projects to publish records that, collectively, will document the creation of basic American Department of Defense Dr. Alfred Goldberg, Historian, Office of the Secretary

Library of Congress Dr. Deanna B. Marcum, Director, Public Service and Collection Management I

Presidential Appointment Mr. Charles G. Palm, Deputy Director, Hoover Institution, Stanford University

American Historical Association

Dr. John Alexander Williams, Director, Center for Appalachian Studies, Appalachian State University

Organization of American Historians

Dr. Robin D. G. Kelley, Associate Professor of History and Afro-American Studies, University of Michigan Society of American Archivists

Mr. John Fleckner, Archivist, National Museum of American History, Smithsonian Institution

American Association for State and Local History Mr. David H. Hoober, Arizona State Archivist

Association for Documentary Editing Dr. Charles T. Cullen, President and Librarian, Newberry Library

National Association of Government Archives and Records Administrators Ms. Brenda S. Banks, Assistant Director, Georgia Department of Archives and History

political institutions and the thinking of their founders will be accelerated. So will some 30 other projects to publish documents that support current scholarly study of the roles of women, minority groups, scientists, labor leaders, and others as well as political figures in American life. Finally, the long-range plan will result in the development of better sources of information on how well the Nation is doing in preserving the documentation needed for research and education in American history.

29

OFFICE OF MANAGEMENT AND ADMINISTRATION



The Office of Management and Administration ensures secure protection of the Charters of Freedom, viewed here by Supreme Court Justice Ruth Bader Ginsburg in the Rotunda of the National Archives Building on August 26, 1993. Photoremb up Paul Hosefros-The New York Times.

The Office of Management and Administration provides nationwide administrative services to the agency, including the planning and administering of financial, personnel, procurement, facilities, and information management programs. In addition the Office acts as liaison with the Office of Management and Budget and Congress on budgetary matters and oversees the day-to-day operations of the National Archives Trust Fund Board staff.

Financial Operations

Funding available to the National Archives in fiscal year 1993 by appropriation under Public Law 102-393 for direct operating expenses was \$160,045,000. An additional \$5,441,000 was made available for grants by the National Historical Publications and Records Commission, and \$841,000 was available for alterations at the Kennedy Library, including the design of improved access, additional archival storage, and building condition report item repairs. This provided a total of \$166,327,000.

In addition, under Public Law 103-50, the National Archives fiscal year 1993 appropriation was increased by \$2,997,000 for the Bush Library startup costs. This provided an increased total of \$169,324,000 for the fiscal year.

Of the funds available, \$54,468,000 was obligated by the Office of Federal Records Centers to accession, store, provide reference service, and dispose of records of the Federal Government. The Office of the National Archives and the Office of Special and Regional Archives obligated \$63,752,000 to accession, preserve, describe, and make available to the general public, scholars, and Federal agencies the permanently valuable historical records of the Federal Government. The Office of Records Administration obligated \$3,269,000 to establish standards on the creation and maintenance of adequate and proper documentation of Government activities and to appraise records in order to identify those that warrant continued preservation. The Office of Presidential Libraries obligated \$27,748,000 to operate the nine existing Presidential libraries and two Presidential materials projects. The Office of Public Programs obligated \$3,598,000 for publication, exhibition, audiovisual, and public outreach activities. The Office of the Federal Register obligated \$5,629,000 to edit, compile, and publish, among others, the Federal Register, Code of Federal Regulations, United States Statutes at Large, and weekly and annual compilations of Presidential documents. The records declassification program obligated \$2,799,000 to review Federal records for possible declassification. Also, the National Historical Publications and Records Commission obligated \$5,299,000 in grants and \$1,335,000 to administer the grants program.

During fiscal year 1993 the National Archives received \$25,689,000 in reimbursable income for services it provided. The most significant reimbursable activity, in terms of total payments received, was providing reference services on the records of other agencies that are stored in Federal records centers. During fiscal year 1993, \$22,778,000 was received for these services. Additional reimbursed services, primarily declassification activities and photocopy services on permanently valuable records, provided the balance of \$2,911,000.

Other Financial Programs

Income from credit card sales rose by 12.6 percent in fiscal year 1993. The agency continues to encourage credit card sales as a part of its efforts to improve its financial management systems.

The largest increase in such sales occurred in orders processed by the Office of Federal Records Centers field offices and by the National Archives Trust Fund.

Labor-Management Relations

A new 3-year labor-management collective bargaining agreement was concluded with American Federation of Government Employees, Council 260. A key feature of the contract is the institution of flexitime for bargaining unit members. The flexitime program began on September 19, 1993.

Preparations for Occupancy of the National Archives at CollegePark

The planning of a smooth transition to operations in the National Archives at College Park was a significant focus of the work load of the Office throughout the fiscal year. Members of the Facilities and Materiel Management Division were the first National Archives employees to report to the new building in March 1993. Their task was to familiarize themselves with the building's operating systems and to receive and manage the distribution of all furniture and equipment shipments. Employees of the Systems Operations Branch followed in August to oversee installation of the computer and telephone systems. The move of significant numbers of agency employees will begin in the next fiscal year.

Because public transportation to the new building will not be available until December 1993, a temporary rideshare program was established. Two shuttle services for employees on official business and for researchers have been planned and will begin operating in the next fiscal year. The buses for both services will be owned and operated by a contractor.

To further acquaint employees with the National Archives at College Park and the surrounding area, the Office of Management and Administration held information fairs, published

Funds Available and Actually Obligated in FY 1993

Fund	Availability	Obligated
Operating Expenses, Direct	\$163,042,000	\$162,443,000
Grants	5,441,000	5,299,000 1
Kennedy Library	841,000	155,000 ²
TOTAL	\$169,324,000	\$167,897,000

¹ Funds appropriated for grants are "no-year" funds. Some congressional appropriations bave the proviso that they remain available until obligated. Thus, the balance at the end of the fiscal year is carried over and is available for obligation in succeeding fiscal years.

² In fiscal year 1985, \$5.2 million of "no-year" funds was appropriated for improvements to the Kennedy Library. Four million dollars of the total was planned for improved archival storage and educational space, and the balance of \$1.2 million was to improve access to the library. In fiscal years 1989 and 1991 an additional \$4.1 million and \$8 million respectively were appropriated for continuation of construction. Of the total, \$16,614,000 has been obligated to date, including \$155,000obligated in fiscal year 1993 for the building extension construction and related services. OFFICE OF MANAGEMENT AND ADMINISTRATION

Assistant Archivist	
James C. Megronigle	301-713-6400
Deputy Assistant Archivist	
Adrienne C. Thomas	301-713-6400
Director, Policy and Program Analysis Division	
Mary Ann Hadyka (Acting)	301-713-6730
Director, Budget and Finance Division	
David M. Millane	301-713-6810
Director, Personnel Services Division	
Howard J. Kernodle (Acting)	301-713-6760
Director, Facilities and Materiel Management Division	
Gary E. Marino	301-713-6470
Director, Acquisitions and Systems Management Division	
Stephen E. Hannestad	301-713-6750
Secretary, National Archives Trust Fund Board	
Sonia R. Rudo	301-7136405

three more issues of the newsletter *Archives II News*, and prepared an employee handbook. To orient employees scheduled to move to the new building, the Office held staff tours in September during which each unit moving to the new building toured as a group.

Automation

The shift to the use of a new generation of automation within the National Archives continued during the year. In an intermediate step, the terminal-based system, the Datapoint Network dating from the early 1980s, is gradually giving way to networks of personal computers. The old system is currently operating in a limited way only in the National Archives Building and at some field facilities; it will be replaced by the Integrated Communications and Administrative Support System (ICASS). During the year ICASS came online in the National Archives at College Park, where it will be the only operating system. Eventually ICASS will link all National Archives units in a single system supporting administrative, communications, and program activities. Pending extension of all ICASS subsystems to the National Archives Building, a telecommunications link was established with the local area networks in that building.

Major Procurements

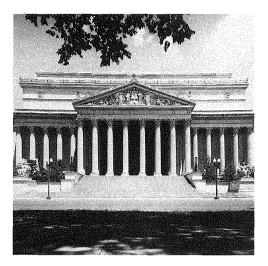
The major procurements in fiscal year 1993 were directly related to the National Archives at College Park. On June 16, 1993, the General Services Administration's Federal Supply Service awarded the contract for moving offices and records to the new building. National Archives staff members prepared the move plan and statement of work associated with the contract, which has an estimated value of \$6.8 million. It includes all moving services associated with the move to College Park from 1993 through 1996.

From the outset of planning for operation of the new building, it was apparent that contractors would perform most of the needed services. The National Archives consolidated all building services except security and food service into a single contract in order to simplify contract administration. One prime contractor representative will be accountable for the work of numerous subcontractors providing janitorial, grounds, and shuttle service; maintenance and operation of mechanical systems of the building; warehouse operations; and minor construction and alteration tasks. To simplify contract administration, a single firm also was selected to provide security services to both the National Archives Building and the National Archives at College Park.

Other significant procurements entered into during the fiscal year include contracts for operation of the new computer system and for the design and manufacture of custom furniture needed in the new research complex, for all wood furniture in the new building, and for chairs, conference tables, and bookcases.

CHAPTER 12

NATIONAL ARCHIVES TRUST FUND



The National Archives Building, Constitution Avenue entrance, Washington, DC.

Overview

Congress established the National Archives Trust Fund Board to receive and administer gifts and bequests of money and other personal property for activities approved by the Board and in the interest of the national archival and records activities administered by the National Archives and Records Administration and activities for the benefit and in the interest of individual Presidential libraries. The members of the Board are the Archivist of the United States, who serves as Chairman; the Secretary of the Treasury; and the Chairman of the National Endowment for the Humanities. Staffing for Trust Fund activities is provided by the National Archives Trust Fund Operations Division of the Office of Management and Administration.

Financial Condition

The National Archives Trust Fund had a net operating loss of nearly \$1.6 million for fiscal year 1993, including operating losses of approximately \$860,000 incurred by the Presidential libraries. Decreased revenues reflect the reduced demand for census microfilm and fewer admissions at the Presidential libraries' museums. The cost of goods sold was reduced, but that reduction was not sufficient to offset the lower revenues. After adding investment income, miscellaneous income, and adjustments to prior year operations, the National Archives Trust Fund had a net loss of almost \$1 million.

Assets increased by more than \$602,000 in fiscal year 1993, and liabilities increased by more than \$1.6 million. As a result, retained earnings/capital decreased by almost \$1 million to a total of \$4,760,431 held in the Trust Fund for the exclusive use of the particular library that generated the funds and \$10,219,899

held for all other National Archives operations.

Income and Expenses

Income to the Trust Fund comes from sales of merchandise, including publications and museum shop items, from reimbursements from the National Archives operating units, from services provided to other agencies, and from investment income.

Gross sales decreased by nearly \$2 million from fiscal year 1992, with all program areas reporting lower sales. The cost of goods and services dropped more than \$1 million, due to lower costs for supplies, depreciation, and contractors.

To cover the costs of producing electrostatic copies for administrative use, the National Archives appropriated fund reimbursed the Trust Fund \$519,283, a decrease of 11.5 percent from fiscal year 1992. Over the same period, total administrative copies produced increased more than 18 percent.

Payments made from the Trust Fund to the National Archives and Records Administration appropriated fund for reimbursable services performed on behalf of the Trust Fund by appropriated fund staff totaled \$2,423,490 and included:

\$1,138,612 to the Office of the National Archives for archival bandling and reproduction services;

\$569,826 to the Office of Federal Records Centers for reproduction services;

\$565,339 to the Office of Public Programs for fulfillment and agency services and publication development;

\$117,858 to the Office of Special and Regional Archives for archival bandling and reproduction services; and

\$31,855 to the Office of Presidential Libraries for services related to reproduction and museum sales.

Program Highlights

Reproductions

National Archives staff-produced reference copies ordered nationwide from the Offices of the National Archives and of Special and Regional Archives increased to 2.3 million pages. Use of self-service copier equipment in the Washington, DC, area increased nearly 10 percent over the previous year. Total electrostatic copier reproductions increased slightly over fiscal year 1992. Income from reproductions of records held in the form of photographs, motion pictures, and sound recordings decreased to \$924,000, from nearly \$1.2 million in fiscal year 1992.

Museum Shop

The National Archives Museum Shop, operated by the Office of Public Programs, produced \$965,000 in income, a decrease of less than 2 percent from fiscal year 1992, the shop's best sales year to date. This decrease was primarily due to a 4 percent decline in visitors to the Exhibition Hall. Mail-order marketing and Museum Shop programs increased national public exposure of a variety of customized products and National Archives publications. The *National Archives Gifts*, *1992–1993* catalog, which was featured in a Gannett News Service column in over 25 newspapers across the country, generated 1,634 orders in fiscal year 1993.

Publications

The level of microfilm sales within the Office of Public Programs showed a sharp decrease of 57 percent from fiscal year 1992, when the release of 1920 census materials inflated microfilm sales. Other microfilm sales continued to increase moderately, reaching \$928,000 in fiscal year 1993.

Sales of fee publications and products generated a record \$615,000 in income. Volume sales of World War II commemorative publications, as well as an impressive response to our gift catalog mailing, contributed to the increase. New products produced through the Trust Fund included posters ("World War II: The Artist's View," "Western Ways," "Modern First Ladies," and "The Birth of Democracy"), four issues of *Prologue: Quarterly of the National Archives, Records of the Office of Public Buildings and Public Parks of the National Capital*, and a revision of *The 1920 Federal Population Census* microfilm catalog.

Revenue from the sale of media productions to the public decreased by almost 40 percent, while income from media fulfillment activity for other agencies increased by 136 percent.

Presidential Libraries

Museum sales and attendance were down at most of the Presidential libraries during fiscal year 1993. The extraordinary flooding in the Midwest during the summer was a contributing factor. In addition, construction in progress at several libraries limited access to the library museums.

At the Hoover Library, however, despite the flooding, attendance increased nearly 12 percent, and sales increased more than 22 percent from the previous year, largely due to the introduction of a wide range of new products.

Sales increased at the Roosevelt Library as well, despite a drop in attendance and major construction on the lower level, which blocked easy access to the store.

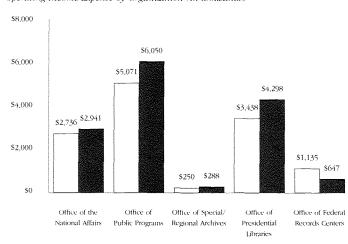
Museum sales and admissions also rose again this fiscal year at the Truman Library. The library's museum shop experienced a 23 percent increase in sales, continuing an upward trend that began in fiscal year 1989. Increased attendance and revenues were due primarily to the attention drawn to President Truman during the 1992 Presidential election campaign, the publication of a new biography of President Truman, and, most important, the National Archives traveling exhibition "World War II: Personal Accounts—Pearl Harbor to V-J Day," which appeared at the library from March through mid-August 1993.

While attendance at the Eisenhower Library dropped 13 percent from fiscal year 1992, sales decreased by only 5 percent. During most of fiscal year 1993, the new museum at the Kennedy Library was under construction. During this period, the popular White House replica exhibition provided an alternative exhibition for museum visitors.

Attendance at the Carter Library was down 18 percent over previous years, due to the disruption caused by construction of a direct access road from the major interstate highways. Construction is scheduled for completion in July 1994.

At the Reagan Library, income from admissions to the museum increased 21 percent over fiscal year 1992. Two major exhibitions contributed to the increase: A 2-month exhibition of Winston Churchill's paintings and an exhibit of more than 300 personal objects representing every President of the United States.

Total library operating income was over \$3.4 million, consisting mainly of museum store sales and admissions of nearly \$2.8 million and reproduction services of approximately \$328,000. The net operating loss for all Presidential libraries in fiscal year 1993 was \$873,000. After adjusting for other income and expenses, the libraries showed a total net loss of \$741,000.



Operating Income/Expense by Organization (in thousands)

Public Outreacb

The Trust Fund continues to provide funding for a variety of public awareness and educational programs. The following are most prominent: the monthly *Calendar of Events*; supplementary school units consisting of teachers' guides and reproductions of textual records, maps, and audiovisual materials from the hold-ings of the National Archives and packaged in a format appropriate for classroom or media center use; and the "Modern Archives Institute" training course, held twice during the fiscal year. The institutes were fully subscribed with fees received amounting to \$32,300.

Investment Program

Fiscal year 1993 was the eighth year in which ASB Capital Management, Inc., acted as the Trust Fund's investment portfolio manager. At the end of the fiscal year, ASB was investing \$11.7 million: \$9.9 million from the Trust Fund and \$1.8 million from the associated National Archives Gift Fund. The average rate of return for the fiscal year was 3.3 percent, down from 5.3 percent earned in 1992.

At the end of fiscal year 1993, the Trust Fund held \$4.5 million and the Gift Fund held \$0.3 million in U.S. Treasury bills, yielding 3.1 percent and varying in maturities from 4 to 6 months. The Trust Fund increased its investments in U.S. Treasury securities to ensure that sufficient amounts were on deposit in the Treasury to fund all Trust Fund obligations.

TRUST FUND INCOME STATEMENT FOR PERIOD ENDED SEPTEMBER 30

	1993 1992	a de la compañía de l
Revenue:		
Reproduction service	\$ 5,090,166	\$ 7,988,695
Over-the-counter sales	2,524,941	2,439,920
Publications	620,896	540,979
Audiovisual sales and rentals	2,114,760	1,804,248
Admissions	1,832,293	1,478,128
Other income	446,901	350,790
Total revenue	12,629,957	14,602,760
Cost:		
Cost of goods and services	14,224,552	15,234,938
Loss from operations	(1,594,595)	(632,178)
Other income:		
Prior year income	(14,157)	(373,324)
Interest income	516,740	779,963
Other	112,859	152,253
Total other income	615,442	558,892
Other expenses:		
Prior year expense	20,650	121,900
Total other expenses	20,650	121,900
Net loss	\$ (999,803)	\$ (195,186)

The accompanying notes on p. 38 are an integral part of this statement.

 Includes audit adjustments made after the National Archives Annual Report for fiscal year 1992 was published.

TRUST FUND BALANCE SHEET FOR PERIOD ENDED SEPTEMBER 30

	1993	1992*		1993	1992*
ASSETS			LIABILITIES		
Current assets:			Current liabilities:		
Cash in U.S. Treasury	\$ 1,807,976	\$ 356,162	Accounts payable	\$ 1,247,872	\$ 767,168
Cash in transit	232,695	179,918	Advances from other agencies	2,981	2,125
Securities	14,365,468	15,199,567	Deferred revenue	2,878,180	2,147,696
Accounts receivable, net of allowance for uncollectible accounts of \$31,840 for fiscal year 1993 and \$80,608 for fiscal year 1992	969,584	754,223	Total current liabilities	4,129,033	2,916,989
Advances to employees	2,705	900	Long-term liabilities:		
Inventories, net of reserve for			Deferred revenue	1,101,320	714,712
obsolescence of \$739,453 for fiscal year 1993 and \$1,111,468			Annual leave liability	175,747	172,100
for fiscal year 1992	2,034,304	2,276,863			
Prepaid expenses and deferred charges	240,383	275,505	Total long-term liabilities	1,277,067	886,812
Total current assets	19,653,115	19,043,138	Total liabilities	5,406,100	3,803,801
Noncurrent assets: Property and equipment, at cost less			INVESTMENT OF U.S. GOVERNMENT		
accumulated depreciation of \$990,744 for fiscal year 1993 and \$1,301,034 for fiscal year 1992	733,314	740,795	Retained earnings and donated capital	14,980,329	15,980,132
			Total investment of U.S. Government	14,980,329	15,980,132
Total assets	\$ 20,386,429	\$ 19,783,933			
			Total liabilities and investment of U.S. Government	\$ 20,386,429	\$ 19,783,933

The accompanying notes on p. 38 are an integral part of this statement. • Includes audit adjustments made after the National Archives Annual Report for fiscal year 1992 was published.

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Statement of Changes in Financial Condition For Period Ended September 30

		1993	1992*
Sources of working capital:			
From operations:			
Net loss	\$	(999,803)	\$ (195,186)
Items not affecting working capital:			
Depreciation and amortization		311,215	379,802
(Donations of) and adjustments to			
property and equipment	_	(36,127)	258,047
Working capital inflow from operations		(724,715)	442,663
From other sources:			
Increase in annual leave liability		3,647	38,431
Increase in deferred revenue		386,608	714,712
Working capital inflow from other sources		390,255	753,143
Working capital inflow from all sources	_	(334,460)	1,195,806
Uses of working capital:			
Purchase of operational assets		267,607	104,348
Total working capital used for all purposes		267,607	104,348
(Decrease)/Increase in working capital	5_	(602,067)	\$ 1,091,458

Schedule of Changes in Working Capital

	1993	1992*
Current assets:		
Cash in U.S. Treasury	\$ 1,451,814	\$ (178,396)
Cash in transit	52,777	63,908
Securities	(834,099)	2,224,648
Accounts receivable	215,361	67,210
Inventories	(242,559)	(922,135)
Advances to others	1,805	850
Prepaid expenses/deferred charges	(35,122)	81,102
Current liabilities:		
Accounts payable	(480,704)	66,170
Advances from other agencies/funds	(856)	94,354
Deferred income	(730,484)	(406,253)
(Decrease)/Increase in working capital	\$ (602,067)	\$ 1,091,458

The accompanying notes on p. 38 are an integral part of this statement.

 Includes audit adjustments made after the National Archives Annual Report for fiscal year 1992 was published. The accompanying notes on p. 38 are an integral part of this statement.

Includes audit adjustments made after the National Archives Annual Report for fiscal year 1992 was published.

Notes to Financial Statements and Explanations of Significant Accounting Policies

Revenue: Revenue is derived from the sale of publications, reproductions of records, self-service electrostatic copies, museum shop items, Presidential library museum admissions, and investment income. Revenues other than self-service electrostatic copies, museum shop sales, and admissions fees are recorded on an accrual basis.

Investment Valuation: 1) U.S. Government securities held by the Trust Fund are stated at cost adjusted for accretion of discount; 2) securities held by the investment banker are stated at cost adjusted for accretion of interest.

Inventory Valuation: Inventories of merchandise held for sale are valued at cost and applied on the first-in, first-out (FIFO) basis. Physical inventory counts, taken at all locations, are performed at the end of each fiscal year and appropriate adjustments are made. Inventories of supplies are expensed at the time of receipt.

Fixed Assets Valuation and Depreciation: Fixed assets are shown at original acquisition cost less accumulated depreciation. The capitalized cost of these assets is allocated over the estimated useful life by the straight-line method. Currently, all administrative and operating equipment is estimated to have a useful life of 5 years.

Annual Leave Liability: Annual leave liability represents the cumulative amount payable to Trust Fund employees as annual leave at year end. Unfunded leave expense for the year is treated as an operating expense in the computation of net income or loss for the period. This treatment does not apply to sick or other leave, which is expensed as it is utilized.

Deferred Revenue: The current liability for deferred revenue represents advance payments for products and services that are to be furnished within a year. The long-term liability for deferred revenue represents collections for services to be provided by the Multimedia Acquisitions Programs, and Policy Branch over a period of more than 12 months.

Accounts Payable: As of September 30, payables consisted of the following:

1993	1992
\$ 851,746	\$ 462,375
100,924	143,961
146,696	125,082
148,506	35,750
\$ 1,247,872	\$ 767,168
	1993 \$ 851,746 100,924 146,696 148,506

Adjustment to Prior Years Operations: There were no items included in adjustments to prior years' operations that met the criteria for extraordinary item classification.

National Archives Gift Fund

Overview

The National Archives Gift Fund is administered by the National Archives Trust Fund Board and accepts, receives, holds, and administers, in accordance with the terms of the donor, gifts and bequests of money, securities, or other personal property for the benefit of National Archives activities. New donations of almost \$400,000 were received during fiscal year 1993. Gifts received in support of cultural and archival projects not identified with specific program areas included \$15,000 from the U.S. National Commission on Libraries and Information Science to provide travel support for U.S. and foreign delegations to the International Congress on Archives meetings.

Although the major areas of activity in the National Archives Gift Fund continue to be the Presidential libraries and the National Historical Publications and Records Commission, the Office of Special and Regional Archives also was the beneficiary of gifts in support of volunteer activities. Gifts received are summarized in Appendix S.

GIFT FUND STATEMENT OF AVAILABILITY AS OF SEPTEMBER 30

	1992	1993
Balances available October 1	\$ 2,233,766	\$ 2,308,639
Increases of availability:		
Grants and donations	399,793	315,515
Interest on securities	73,659	120,930
Total available	2,707,218	2,745,084
Decreases of availability:		
Travel and transportation	66,688	47,585
Supplies and materials	76,128	46,394
Equipment rental	39	667
Printing and reproduction	36,244	44,503
Payments to commercial contractors	246,946	208,229
Payments to other agencies or funds	154,958	164,140
Total decrease	581,003	511,518
Adjustments to prior years operations	(360)	(200)
Ending balances available	\$ 2,126,575	\$ 2,233,766

GIFT FUND BALANCE SHEET FOR PERIOD ENDED SEPTEMBER 30

	199 <u>3</u>	1992
ASSETS		
Current assets:		
Cash in U.S. Treasury	\$ 43,623	\$ 40,656
Cash in transit	16,146	24,274
Securities	2,127,728	2,208,098
Advances to employees	1,747	953
Total assets	\$ 2,189,244	\$ 2,273,981
LIABILITIES		
Current liabilities:		
Accounts payable	\$ 62,669	\$ 40,215
Total liabilities	62,669	40,215
FUND		
Fund balance available	2,126,575	2,233,766
Total liabilities and fund balance	\$ 2,189,244	\$ 2,273,981

Statement of Changes In Financial Position For Period Ended September $30\,$

	1993	1992
Source of funds:		
Excess of expenses over revenue:		
Funds provided by operations	\$ (506,984)	\$ (390,388)
Grants and donations	399,793	315.515
	(107,191)	(74,873)
Application of funds:		
Working capital	\$ (107,191)	\$ (74,873)

The accompanying notes on p. 38 are an integral part of this statement

Schedule of Changes In Working Capital Effect on Working Capital

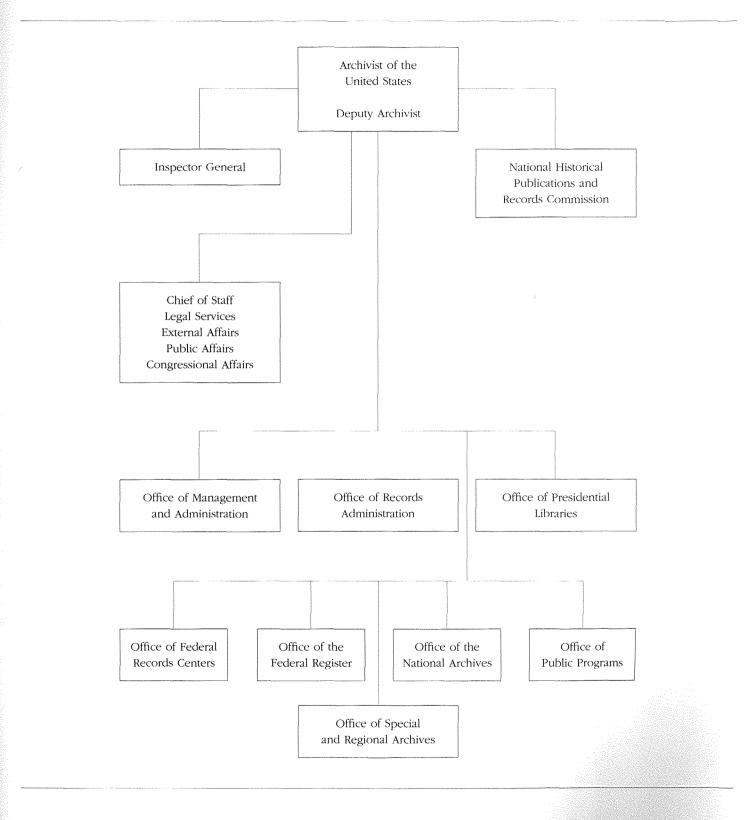
	1992	1993
Current assets:		
Cash in U.S. Treasury	\$ 2,967	(84,319)
Cash in transit	(8,128)	23,289
Securities	(80,370)	(9,192)
Advances to employees	794	953
Current liabilities:		
Accounts payable	(22,454)	(5,604)
Decrease in working capital	\$ (107,191)	\$ (74,873)
		CONTRACTOR OF THE OWNER OWNE

The accompanying notes on p. 38 are an integral part of this statement.

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APPENDIX A

ORGANIZATION CHART FOR THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION



APPENDIX B

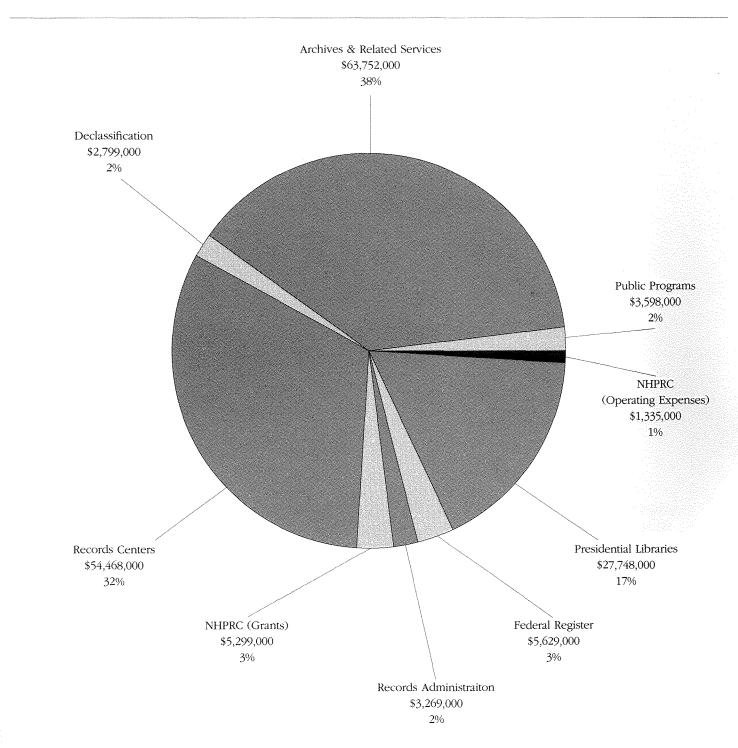
PERSONNEL ON BOARD

All Funds as of September 30, 1993

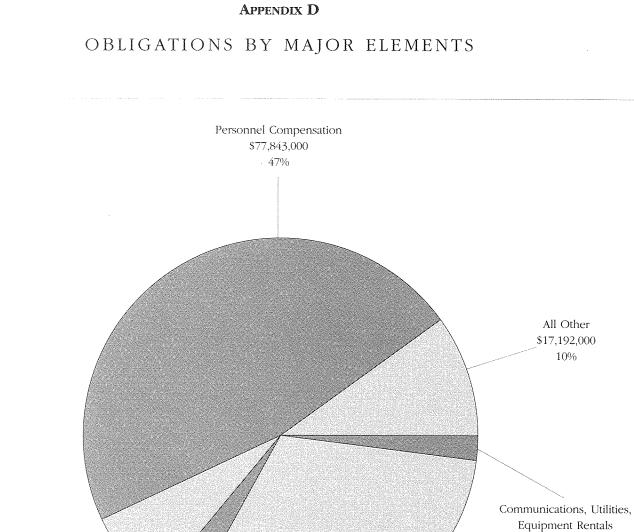
	Washing	gton, DC	, Area	Fi	eld Office	25	Natie	onwide T	<i>otal</i>
Programs	Permanent	Other	Total	Permanen	at Other	Total	Permanen	t Other	Total
Records Centers	162	47	209	654	704	1,358	816	751	1,567
Archives & Related	583	109	692	96	26	122	679	135	814
Public Programs	89	3	92	0	0	0	89	3	92
Records Administration	49	1	50	0	0	0	49	1	50
Presidential Libraries	74	6	80	229	66	295	303	72	375
Federal Register	72	1	73	0	0	0	72	1	73
Records Declassification	63	1	64	13	0	13	76	1	77
National Historical Publications & Records Commission	19	1	20	0	0	0	19	1	20
TOTAL	<u>1,111</u>	169	1,280	992	796	1,788	2,103	965	3,068

APPENDIX C

OBLIGATIONS BY PROGRAM AREA



TOTAL: \$167,897,000



Equipment Rentals \$3,486,000 2%

TOTAL: \$167,897,000

Space Costs

\$52,563,000 31%

Supplies & Services \$11,514,000 7%

Grants

\$5,299,000

3%

44

APPENDIX E

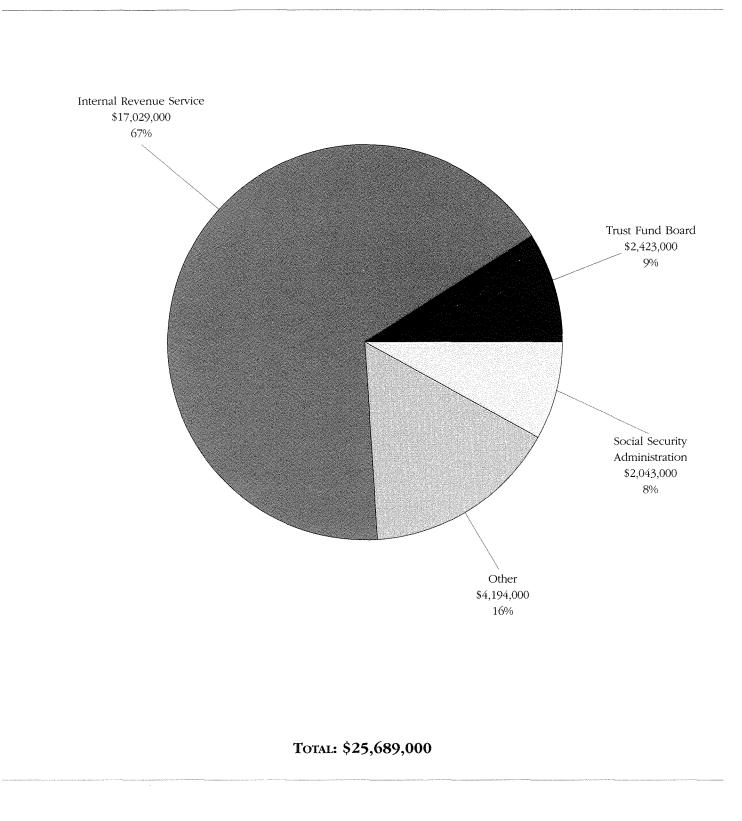
OBLIGATIONS BY OBJECT CLASSIFICATION

Direct Operating Expenses

Full-Time Permanent Employees' Salaries	\$ 59,153,000
Other Than Full-Time Permanent Employees' Salaries	3,828,000
Other Personnel Compensation	1,481,000
Total Personnel Compensation	64,462,000
Personnel Benefits	13,177,000
Benefits for Former Personnel	204,000
Travel and Transportation of Persons	677,000
Motor Pool Travel	119,000
Transportation of Things	1,548,000
Rent	35,668,000
Communications, Utilities, and Equipment Rentals	3,486,000
Printing and Reproduction	2,045,000
National Archives Building Operations	5,328,000
Presidential Libraries' Operations and Maintenance	10,331,000
Kennedy Library Alterations	155,000
Preservation Contractual Services	347,000
Other Services:	
Commercial Contracts	5,189,000
ADP Studies and ADP Maintenance Services	1,527,000
Accounting and Payroll Services	940,000
Supplies and Materials	4,591,000
ADP Equipment	1,837,000
Other Equipment	10,682,000
Land and Structures	264,000
Grants, Subsidies, and Contributions	5,299,000
Insurance Claims and Indemnities	12,000
Interest and Dividends	4,000
Reimbursable Travel	5,000
TOTAL, Direct Obligations	\$167,897,000

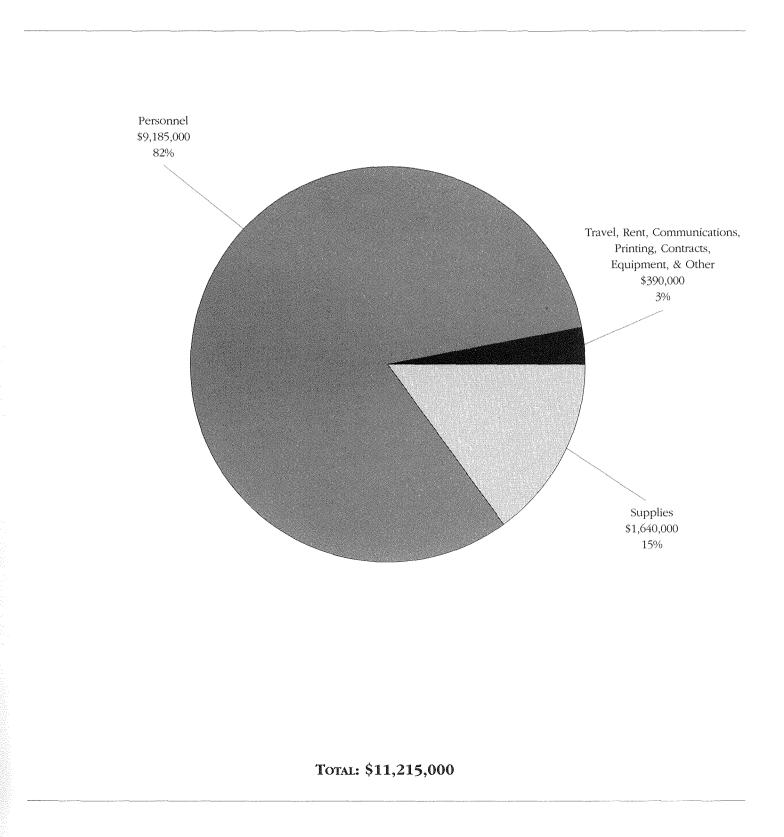
APPENDIX F

CUSTOMER REIMBURSEMENTS



APPENDIX G

PRESERVATION OBLIGATIONS



APPENDIX H

ARCHIVAL HOLDINGS BY UNIT

Total Holdings (Cubic Feet)

Unit	Balance 9/30/92	FY 1993 Net Change	Balance 9/30/93
WASHINGTON, DC, AREA			
Textual Projects	1,111,250	+ 13,206	1,124,456
Cartographic and Architectural Branch	53,036	+ 923	53,959
Motion Picture, Sound, and Video Branch	38,283	+ 226	38,509
Still Picture Branch	17,993	+ 215	18,208
Center for Legislative Archives	84,376	+ 164	84,540
Center for Electronic Records*			
DC Area Totals	1,304,938	+ 14,734	1,319,672
REGIONAL ARCHIVES			
New England Region	18,693	+ 1,306	19,999
Northeast Region	55,350	+ 1,713	57,063
Mid Atlantic Region	41,459	+ 1,368	42,827
Southeast Region	54,284	+ 5,980	60,264
Great Lakes Region	60,354	+ 1,165	61,519
Central Plains Region	35,036	+ 513	35,549
Southwest Region	63,120	+ 1,103	64,223
Rocky Mountain Region	19,217	+ 2,040	21,257
Pacific Southwest Region	21,293	+ 1,431	22,724
Pacific Sierra Region	31,688	+ 1,368	33,056
Pacific Northwest Region	27,923	+ 1,249	29,172
Alaska Region	5,503	+ 26	5,529
Regional Archives Total	433,920	+ 19,262	453,182
NATIONWIDE TOTALS	1,738,858	+ 33,996	1,772,854

* The Center for Electronic Records measures its holdings in terms of data sets rather than cubic feet. See Appendix I, Archival Holdings of Nontextual Records by Number of Items, Machine-Readable Items.

APPENDIX I

ARCHIVAL HOLDINGS OF NONTEXTUAL RECORDS

Total Holdings (Cubic Feet)

Unit	Balance 9/30/92	FY 1993 Net Change	Balance 9/30/93
TEXTUAL RECORDS UNITS			
(also hold these nonpaper records)			
Artifacts	1,849	- 53	1,796
16mm microfilm	138,023	+ 640	138,663
35mm microfilm	129,205	+ 55	129,260
Microfiche	6,846	+ 5,335	12,181
Other microforms	41,939	+ 0	41,939
Film strips	547	+ 2	549
CARTOGRAPHIC AND ARCHITECTURAL BRANCH			
Aerial photos	9,152,109	+ 68,845	9,220,954
Maps & charts	2,177,846	+ 102,297	2,280,143
Architectural & Engineering plans	2,193,917	+ 612,581	2,806,498
MOTION PICTURE, SOUND, AND VIDEO BRANCH			
Motion pictures	117,801	+ 5,367	123,168
Sound recordings	173,929	+ 3,398	177,327
Video recordings	29,196	+ 1,173	30,369
STILL PICTURE BRANCH			
Posters	799	+ 810	1,609
Still pictures	6,509,206	+ 558,538	7,067,744
CENTER FOR ELECTRONIC RECORDS			
Computer data sets	5,435	+ 1,539	6,974
TOTAL NONTEXTUAL ITEMS	20,678,647	+1,360,527	22,039,174

APPENDIX J

USE OF RECORDS

(Office of the National Archives and Office of Special and Regional Archives)

	Researchers	Researchers Using Nonmicrofilm Materials	Onel In quining	Written
	Using Microfilm	Malerials	Oral Inquiries	Inquiries
WASHINGTON, DC, AREA				
Textual Records	69,794	57,459	159,878	240,503
Nontextual Records	443	7,074	37,699	23,440
DC Area Totals	70,237	64,533	197,577	263,943
REGIONAL ARCHIVES				
New England Region	13,631	1,806	2,987	2,048
Northeast Region	9,878	1,421	49,061	10,088
Mid Atlantic Region	12,873	438	3,534	3,029
Southeast Region	11,407	354	8,694	7,129
Great Lakes Region	12,653	330	21,101	4,091
Central Plains Region	10,573	406	18,640	1,959
Southwest Region	13,467	246	9,480	2,124
Rocky Mountain Region	13,606	385	3,860	501
Pacific Southwest Region	20,479	361	10,405	1,104
Pacific Sierra Region	16,275	841	8,795	1,291
Pacific Northwest Region	18,379	666	6,960	1,215
Alaska Region	4,228	836	7,440	353
Regional Archives Total	157,449	8,090	150,957	34,932
NATIONWIDE TOTALS	227,686	72,623	348,534	298,875

APPENDIX K

USE OF PRESIDENTIAL LIBRARIES

	Researcher Daily Visits	Written and Oral Inquiries	Public Program Participants	Participants in Off-site Outreach Programs	Museum Visitors
Hoover	837	1,562	41,619	2,500	84,652
Roosevelt	1,406	4,784	0	0	152,825
Truman	2,008	14,677	16,014	574	151,437
Eisenhower	1,239	2,741	3,299	1,775	81,924
Kennedy	2,332	106,491	157,569	0	190,566
Johnson	2,687	7,212	9,336	1,774	367,721
Nixon	758	1,967	0	0	0
Ford	800	1,367	20,182	1,981	91,934
Carter	552	6,674	1,359	2,611	68,129
Reagan	333	4,245	7,133	1,742	140,375
TOTAL	12,952	151,718	256,511	12,957	1,329,563

APPENDIX L

HOLDINGS OF PRESIDENTIAL LIBRARIES BY UNIT

Accessions and Holdings	Hoover	Roosevelt	Truman	Eisenhower	Kennedy
PAPER (Pages)					
Personal	7,125,715	16,323,943	14,050,024	21,099,660	29,813,996
Federal	153,303	710,000	713,600	693,300	645,967
Presidential	0	0	0	0	0
MICROFORMS (Rolls/Cards)					
Personal	717	657	3,221	965	20,447
Federal	663	13	120	0	2,223
Presidential	0	0	1	0.	0
AUDIOVISUAL					
Still Pictures (Images)	42,071	134,259	92,287	211,277	144,042
Film (Feet)	155,591	308,676	331,499	617,825	7,162,122
Videotape (Hours)	137	28	125	179	1,249
Audiotape (Hours)	502	1,024	285	1,073	7,310
Audio Discs (Hours)	78	1,108	437	277	725
ORAL HISTORY					
Pages	11,864	3,120	53,015	31,432	55,079
Hours	0	84	1,470	787	2,353
MUSEUM OBJECTS	5,477	23,691	25,663	32,173	16,684
PRINTED MATERIALS					
Books	21,141	44,346	38,212	24,042	74,248
Serials	23,887	25,370	67,219	25,082	12,354
Microfilm	1,489	2,493	1,476	5,169	4,638
Other	1,451	82,669	96,110	24,456	13,139

Johnson	Nixon	Ford	Carter	Reagan	Total
32,643,672	784,000	18,890,168	27,319,430	4,108,500	172,159,108
2,848,756	912,000	719,000	324,000	280,000	7,999,926
0	44,414,000	0	0	42,419,650	86,833,650
157	0	23	0	0	26,187
3,312	0	0	0	0	6,331
0	5,312	0	0	6,000	11,313
617,878	435,000	318,336	1,500,253	1,604,070	5,043,100
824,777	2,200,000	785,106	1,120,080	542,750	13,658,701
8,044	3,900	1,474	1,434	18,482	34,169
13,247	1,490	1,527	2,000	13,200	40,869
808	0	52	0	815	4,243
50 474	2 200	054	2 606	70	215 020
58,424	2,200	954	3,606	78	215,020
2,483	228	32	548	0	7,866
37,105	21,750	8,184	40,000	75,075	285,031
16,673	9,022	9,475	2,592	15,547	256,779
4,708	0	321	3,375	38,945	200,518
4,411	0	7,355	6,791	4,577	38,279
25,738	0	2,648	7,420	13,500	262,387
·		·	·	·	

APPENDIX M

EXPENDITURES: PRESIDENTIAL LIBRARIES (in thousands)

	Program Costs	Operations & Maintenance Costs	Repair & Alteration Costs 1	Recurring & Nonrecurring Reimbursables ²	Common Distributable 3	Rent*	Total Costs ⁵
Hoover	\$741	\$445	\$0	\$0	\$0	\$7	\$1,193
Roosevelt	806	813	0	0	0	0	1,619
Truman	930	892	95	0	0	0	1,917
Eisenhower	954	964	18	0	0	0	1,936
Kennedy	1,268	1,651	198	0	0	0	3,117
Johnson	1,242	1,301	64	0	0	0	2,607
Nixon	911	0	0	23	0	70	1,004
Ford	978	1,196	40	0	0	0	2,214
Carter	871	1,004	0	0	0	0	1,875
Reagan	1,085	1,670	0	0	0	0	2,755
Cental Office Planning & Direction, White House Liaison, & Bush Project	3,176	98	135	0		1,036	4,830
Less: National Archives Operations & Maint	enance	-98					
TOTALS	\$12,962	\$9,936	\$550	\$23	\$385	\$1,113	\$25,067

1 Repair and alteration costs include \$155K for Kennedy Library from the 114X account. (Excludes \$3K recovery of prior year obligations not reflected in fiscal year 1993 end-of-year NEAR reports.)

2 Building services in addition to rent.

3 Proportional share of central office support services.

4 No actual rent cost for Kennedy because of credit for vacating the space.

5 Does not include \$2,681K share of allocated administrative costs.

APPENDIX N

PUBLICATIONS OF THE OFFICE OF THE FEDERAL REGISTER

Federal Register	249 issues 68,869 pages
Code of Federal Regulations	186 volumes 115,265 pages
The United States Government Manual	940 pages
Weekly Compilation of Presidential Documents	52 issues 3,382 pages
Guide to Record Retention Requirements, 1993 Supplement	49 pages
Public Papers of the Presidents	2 volumes 2,337 pages
Slip Laws	4,346 pages
Finding Aids	29 issues 3,039 pages

APPENDIX O

ARCHIVAL PUBLICATIONS

GENERAL INFORMATION LEAFLETS

The Regional Archives System of the National Archives (General Information Leaflet 22, rev. 1992)

Fast Facts About the 1920 Census (General Information Leaflet 43, 1992)

National Archives–Rocky Mountain Region (General Information Leaflet 44, 1993)

National Archives-Northeast Region (General Information Leaflet 45, 1993)

REFERENCE INFORMATION PAPERS

Audiovisual Records in the National Archives of the United States Relating to World War II, by Barbara Burger, William Cunliffe, Jonathan Heller, William T. Murphy, and Les Waffen (Reference Information Paper 70, 1992)

World War II Records in the Cartographic and Architectural Branch of the National Archives, by Daryl Bottoms (Reference Information Paper 79, 1992)

Records Relating to Personal Participation in World War II: American Prisoners of War and Civilian Internees, by Benjamin DeWhitt and Jennifer Davis Heaps (Reference Information Paper 80, 1992)

INVENTORIES

Inventory of the General Records of the Department of State, 1789–1949 (Inventory 15, 1992)

Inventory of the Records of the Office of Public Buildings and Public Parks of the National Capital, compiled by Mary-Jane M. Dowd (Inventory 16, 1992)

GERMAN GUIDES

Records of Headquarters, German Army High Command, Part VI. Guide to German Records Microfilmed at Alexandria, VA, No. 91 (1992)

Records of Headquarters, German Air Force High Command, Part II. Guide to German Records Microfilmed at Alexandria, VA, No. 92 (1992)

Records of Private German Enterprises and Individuals, Part III. Guide to German Records Microfilmed at Alexandria, VA, No. 93 (1992)

Records of the German Armed Forces High Command, Part X. Guide to German Records Microfilmed at Alexandria, VA, No. 94 (1992)

SPECIAL/SELECT LISTS

List of Patent Interference Case Files, 1838–1900, by John Butler (Special List 59, 1993)

MICROFILM PUBLICATIONS

"DP" indicates that a descriptive pamphlet for the microfilm publication is available.

- M1268 Transcribed Reports and Communications Transmitted by the Executive Branch to the U.S. House of Representatives, 1789–1819 (15 rolls) DP
- M1303 Selected Records of the War Department Commissary General of Prisoners Relating to Federal Prisoners of War Confined at Andersonville, Georgia, 1864–65 (6 rolls) DP
- M1473 Bureau of Indian Affairs Records Created by the Santa Fe Indian School, 1890–1918 (38 rolls)
- M1486 Records of the Imperial Russian Consulates in the United States, 1862–1922 (180 rolls) DP
- M1524 Naturalization Records of the United States District Court for the Southern District of California, Central Division, Los Angeles, 1887–1940 (244 rolls) DP
- M1525 Naturalization Index Cards of the United States District Court for the Southern District of California, Central Division, Los Angeles, 1915–1976 (14 rolls) DP
- M1650 Applications from the Bureau of Indian Affairs, Muskogee Area Office, Relating to Enrollment in the Five Civilized Tribes Under the Act of 1896 (54 rolls) DP
- M1659 Records of the Fifty-fourth Massachusetts Infantry Regiment (Colored), 1863–1865 (7 rolls) DP
- M1704 Unbound Records of the U.S. Senate, Fifth Congress, 1797–1799 (5 rolls) DP
- M1705 Unbound Records of the U.S. House of Representatives, Fifth Congress, 1797–1799 (1 roll) DP
- M1706 Unbound Records of the U.S. Senate, Sixth Congress, 1799–1801 (8 rolls) DP
- M1707 Unbound Records of the U.S. House of Representatives, Sixth Congress, 1799–1801 (4 rolls) DP
- M1739 Col. Charles L. Decker's Collection of Records Relating to Military Justice and the Revision of Military Law, 1948–1956 (31 rolls) DP
- M1750 Records of the Shanghai Municipal Police, 1894–1949 (67 rolls)

MICROFILM PUBLICATIONS COMPLETED WITH THE ASSISTANCE OF THE GENEALOGICAL SOCIETY OF UTAH

- M1509 World War I Selective Service System Draft Registration Cards (Louisiana) (69 rolls)
- M1675 Alphabetical Index to Declarations of Intention of the U.S. District Court for the Southern District of New York, 1917–1950

APPENDIX P

HOLDINGS OF FEDERAL RECORD CENTERS-1973-93

Year	Holdings
1973	11,988,130
1974	12,404,976
1975	12,516,576
1976	12,828,150
1977	13,068,882
1978	13,156,642
1979	13,631,719
1980	14,082,428
1981	14,449,227
1982	14,665,303
1983	14,403,070
1984	14,307,994
1985	14,412,779
1986	14,665,729
1987	15,107,035
1988	15,736,107
1989	16,413,430
1990	16,884,537
1991	17,489,668
1992	18,039,842
1993	18,483,995

APPENDIX Q

DECLASSIFICATION OF RECORDS IN THE NATIONAL ARCHIVES

	Total Pages Reviewed	Classified Pages Reviewed	Classified Pages Withdrawn	Total Pages Declassified
Systematic and Special Reviews	18,767,582	3,084,705	201,629	2,885,742
FOIA* Reviews	744,395	427,078	69,893	357,184
Executive Order 12356 Reviews	53,432	44,247	23,035	21,212
TOTALS	19,565,409	3,556,030	294,557	3,264,138

*Freedom of Information Act (FOIA)

APPENDIX R

NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION GRANTS BY STATE

(Funds Dispersed in Fiscal Year 1993)

NORTHEAST		North Carolina	82,208
Connecticut	\$102,721	South Carolina	168,012
Delaware	0	Tennessee	230,854
Maine	125,349	Texas	107,305
Maryland	200,635	Virginia	330,587
Massachusetts	128,350	West Virginia	0
New Hampshire	0		
New Jersey	187,733	WEST	
New York	457,426	Alaska	\$0
Pennsylvania	98,595	Arizona	19,981
Rhode Island	77,000	California	353,981
Vermont	32,585	Colorado	46,579
		Hawaii	0
MIDWEST		Idaho	0
Illinois	\$222,439	Montana	0
Indiana	0	Nevada	3,377
Iowa	6,371	New Mexico	45,000
Kansas	49,720	Oregon	60,888
Michigan	58,314	Utah	0
Minnesota	25,000	Washington	55,200
Missouri	155,511	Wyoming	0
Nebraska	0		
North Dakota	0	DISTRICT OF COLUMBIA AND TERRITORIE	S
Ohio	102,018	American Samoa	\$0
Oklahoma	0	District of Columbia	359,069
South Dakota	72,027	Guam	0
Wisconsin	262,500	Northern Mariana Islands	0
		Puerto Rico	0
SOUTH		Virgin Islands	116,297
Alabama	\$300,000	0	
Arkansas	0	REGIONAL PROJECTS	\$ 149,106
Florida	11,778	REGIONAL I ROJECTO	φ 119,100
Georgia	53,680		# 600.110
Kentucky	3,619	NATIONAL PROJECTS	\$ 509,118
Louisiana	0		
Mississippi	0	TOTAL GRANTS	\$5,370,883

APPENDIX S

GIFTS RECEIVED BY THE NATIONAL ARCHIVES GIFT FUND

Office	Donor	Amount	Total
General Cultural & Archival Gifts	Georgia Genealogical Society	\$ 14,419	
	National Commission on Libraries & Information Science*	15,000	
	Miscellaneous Gifts	607	\$ 30,026
NHPRC	University of North Carolina	1,200	
	Joe & Emily Lowe Foundation	1,000	
	Mellon Foundation	13,341	
	Miscellaneous Gifts	1,496	17,037
Carter Library	Miscellaneous Gifts	9,601	9,601
Eisenhower Library	Eisenhower Foundation*	1,300	
<i>,</i>	Beech Aircraft	5,000	
	Santa Fe Pacific Foundation	5,000	
	Miscellaneous Gifts	781	12,081
² ord Library	Miscellaneous Gifts	3,495	3,495
Hoover Library	Ronald Reagan Foundation	5,000	
	Miscellaneous Gifts	3,831	8,831
ohnson Library	Johnson Foundation*	52,972	
	Miscellaneous Gifts	3,791	56,763
Kennedy Library	Addison–Wesley	1,340	
	John F. Kennedy Library Foundation	2,000	
	Miscellaneous Gifts	2,103	5,443
Roosevelt Library	Franklin & Eleanor Roosevelt Institute	73,961	
	Friends of the FDR Library	78,899	
	United Way (Sherman Trust)	2,500	
	Miscellaneous Gifts	895	156,255
Reagan Library	National Center for Policy Analysis	1,200	
	Ronald Reagan Presidential Foundation*	36,002	
	Miscellaneous Gifts	2,443	39,645

Office	Donor	Amount	Total
Truman Library	David McCullough	25,000	
	Miscellaneous Gifts	5,434	30,434
National Archives Regional System	New England Miscellaneous	\$ 1,896	
	Northeast Miscellaneous	537	
	Mid-Atlantic Miscellaneous	980	
	Friends of the National Archives-Southeast Region	2,206	
	Southeast Miscellaneous	591	
	Great Lakes Miscellaneous	7,347	
	Central Plains Miscellaneous	693	
	Southwest Miscellaneous	1,061	
	Rocky Mountain Miscellaneous	2,965	
	Pacific Southwest Miscellaneous	3,336	
	Pacific Sierra Miscellaneous	2,546	
	Pacific Northwest Miscellaneous	6,024	30,182
TOTAL DONATIONS			\$399,793

*Amount shown represents multiple gifts from this donor. Miscellaneous gifts include individual donations of less than \$1,000.

APPENDIX T

NATIONAL ARCHIVES TRUST FUND BOARD PROCUREMENTS OVER \$20,000

NATFB-733 [extended]	THE SHERIDAN PRESS Printing and binding of <i>Prologue: Quarterly of the National Archives</i>	\$98,443
NATFB-772 [extended]	CUSTOM PRINT, INC. Printing and finishing of the National Archives <i>Calendar of Events</i>	\$60,000
NATFB-828	DIANE GINGOLD & ASSOCIATES Advisory services and written reports for projects involving corporate sponsorship and public relations	\$25,000
NATFB-831	E.C. WISE CORPORATION Fabrication and installation of exhibit structures for gallery renovations at the Franklin D. Roosevelt Libr	\$58,800 rary
NATFB-833	THE ART LITHO COMPANY Reprinting of 5,100 <i>World in Flames</i> poster sets	\$86,540
NATFB-834	FILMTECH, INC. Duplication of 5,000 video cassettes of Understanding Medicare—Medicare Update	\$21,500
NATFB-835	P.S. PRINTING Printing of 7 Office of Personnel Management manuals	\$20,325
NATFB-837	AUTOMATED GRAPHICS SYSTEMS Printing of 22,800 <i>Race Against Drugs</i> student workbooks	\$20,325
NATFB-838	EDITORS PRESS INC. Printing and binding of 520,000 copies of 3 NIDA publications	\$65,590
NATFB-843	SMITH LITHOGRAPH CORPORATION Printing of 75,100 booklets for the Department of Education's program <i>Florida's Challenge</i>	\$53,251
NATFB-844	CREATIVE VINYL PRODUCTS Manufacture of 75,100 specialty binders for the Department of Education's program <i>Florida's Challenge</i>	\$134,429
NATFB-845	SUNRISE PACKAGING, INC. Manufacture of 9,500 specialty binders for the Health Care Financing Administration's program Outreach Materials for Qualified Medicare Beneficiaries	\$26,220

